GRADUATE STUDIES

Academic Calendar Maintenance System (ACMS)

Faculty/Department Editor/Submitter/Manager User Guide

NOTE:

1. Bookmarks have been added to all headings in the Table of Contents. Click the headings in the Table of Contents to go directly to the section.
2. To return to the title page, click “Ctrl, Shift, Home” all at once.
3. To save paper (and trees), we recommend that you use this User Guide on-line. Changes may be made at any time.

I hope that you will find this new User Guide helpful and easy to follow. If you notice any errors or omissions, let me know.

PREPARED BY: Carmen Roecker

REVISED BY: Trevor Clews on June 2008

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Academic Calendar Maintenance System (ACMS)

Introduction

The Academic Calendar Maintenance System (ACMS) is a database driven system designed to allow users to dynamically update calendar information. It is used by the Graduate Studies Office and the Registrar's Office to maintain and update calendar information. The site utilizes effective dating throughout to maintain an audit trail of edits and impact archival copies.

Business Process

Each Graduate Studies department has a calendar representative who is responsible for maintaining/approving information contained in the Graduate Studies Calendar as it pertains to their department information. ACMS security authorization is controlled by the Graduate Studies Office Calendar Administrator and access to the site is maintained by Information, Systems, and Technology (IST). The calendar site is accessed by authorized users using their UWDir userid and associated password.

Editing of department pages is open on a continual basis all year long; edits to the calendar information may be made at any time as appropriate to maintain current information in the Graduate Studies Calendar. Regular archiving of the Graduate Studies Calendar, as of Fall 2006, is done on a term basis and effective dating is used throughout the site to determine what information should display in any given term. The archival copies reflect changes as of the first day of each term.

By using the ACMS system, department calendar representatives can make changes to:

- Faculty Members
- Contact Information
- Introduction
- Research Areas
- Program Information
- Courses

The following information provides procedures for previewing, editing, and adding departmental Graduate Studies Calendar information to the Graduate Studies Calendar database.

Which browser should I use?

PC Users:

Internet Explorer 7

Mac Users:

Firefox 2.0.0.7.

Please do not use any other browsers otherwise you will experience problems with links, etc.

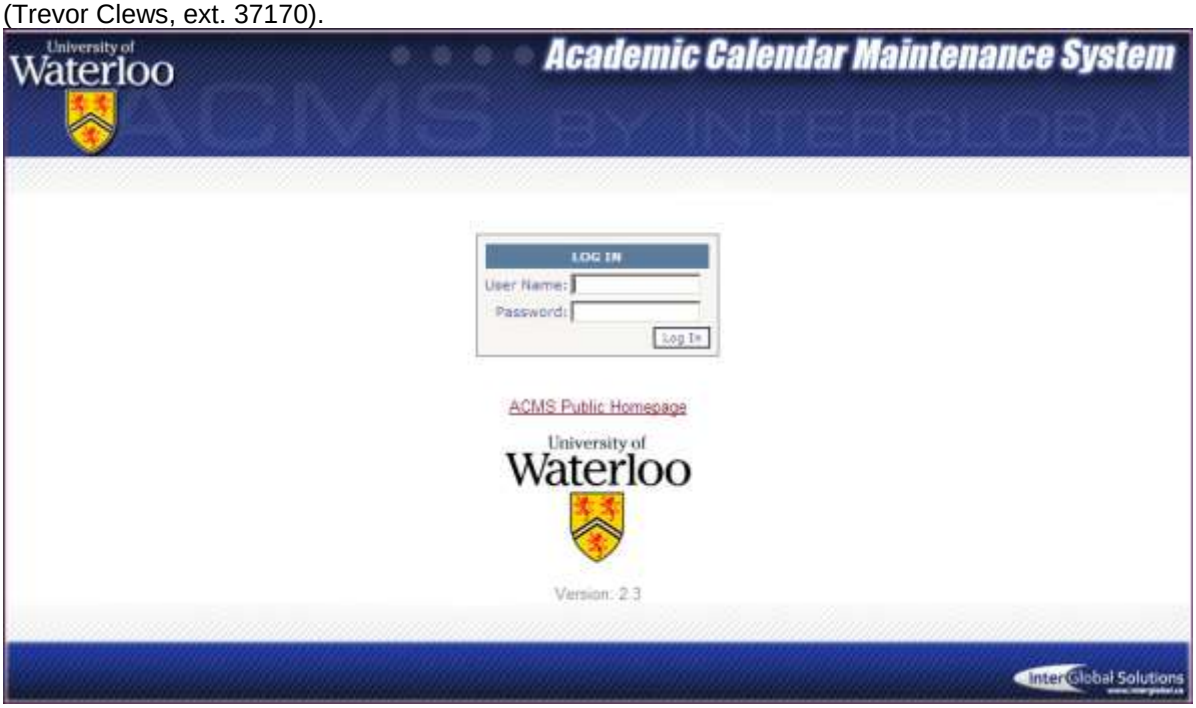
Navigation

Logging In

1. Open your browser and navigate to http://gradcalendar.uwaterloo.ca/gmcs/index.aspx.

2. Type your **username** and **password** in the login section. Use the **UWDir** userid and password that you use to log into your computer.

   If you are not able to log in using your UWDir userid and password, contact an Administrator (Trevor Clews, ext. 37170).



Selecting a Calendar in ACMS

Once in ACMS, you must select the **calendar** (Term Year) that you want to access from the list of calendars in ACMS. The calendar term selected will carry forward to other screens as you navigate through ACMS. The calendar selected will remain constant in the display until you change it. One calendar term is set as a default. When working in ACMS, always check the calendar term displayed at the top of the screen to ensure it is the calendar that you want to access. The calendar selected governs which term's calendar information will be displayed on the screen and which term's calendar information will be updated with your edits.

1. Once logged into ACMS, the **Group Editor Homepage** displays. Click on the arrow of the drop-down menu that appears at the top of the screen to display the list of calendars. Click on the calendar (Term Year) that you want to access. The calendar selected will display in the box and the screen will refresh to show the selected term's calendar information.

Saving your Work (System Time Out)

When working in ACMS, remember to save you work on a regular basis so that the system does not time out on you. If you leave a page without saving, or use the back button in the browser without saving, your changes will result in all edits being lost. If you do not click on the **Save Changes** button within 60 minutes, your session in ACMS will time out. Once you have saved your page, you will have another 60 minutes to continue editing.

If you were away from your desk and you realized that you did not save your file when you returned, do not click Save Changes. A work-around before you click Save: Copy (control + A and control + C) the contents of your page, logout of ACMS, log back in to ACMS, copy your page again using the last submitted and approved page, open the file, open the file in the editor, and replace the text in the page with the copied text (control + A, then delete, then select Paste under File in your browser. Click the **Save Changes** button.

Logging Out

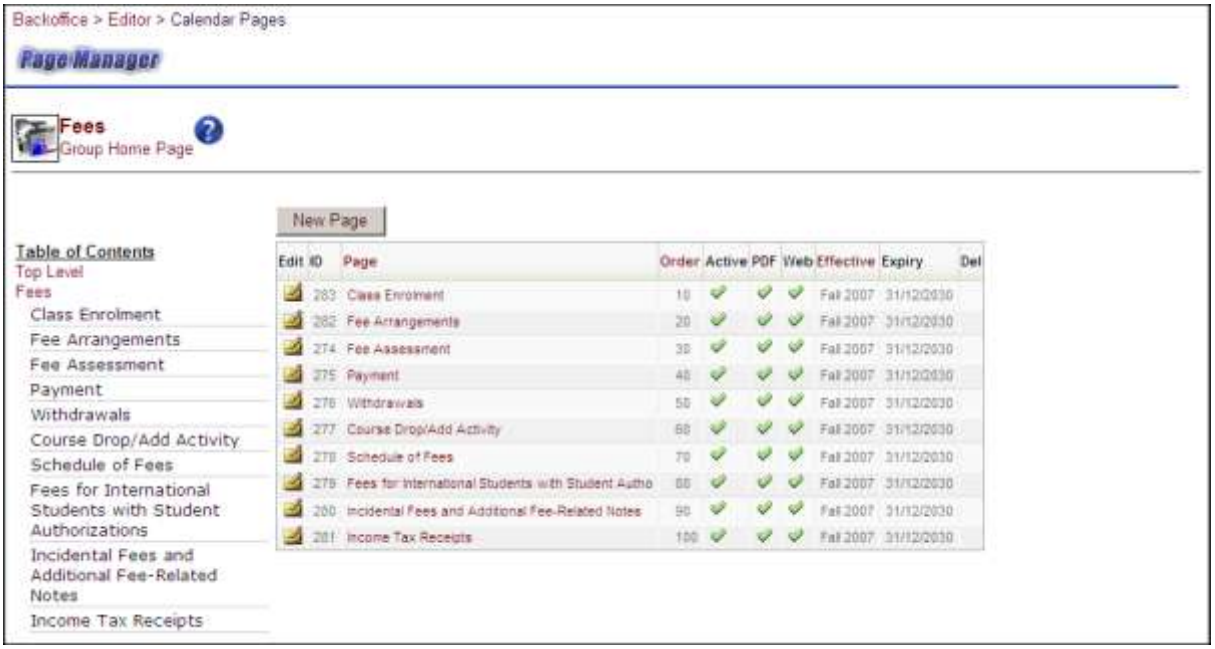
1. To close your session and exit the system, click on the **Logout** button to log out of the system.

Understanding Group Manager

Example of simple chapter setup:

The Fees chapter is an example of a group with pages. This chapter does not have any sub-groups or sub-pages.

NOTE: The Order number begins with 10 and ends with 100. It could also begin with 5 and end with 50. More space between numbers make it easier to insert new pages as required without changing the sort order for archived files.


Backoffice > Editor > Calendar Pages
Page Manager
Fees
Group Home Page
New Page
Table of Contents
Top Level
Fees
Class Enrolment
Fee Arrangements
Fee Assessment
Payment
Withdrawals
Course Drop/Add Activity
Schedule of Fees
Fees for International Students with Student Authorizations
Incidental Fees and Additional Fee-Related Notes
Income Tax Receipts
Edit ID Page Order Active PDF Web Effective Expiry Del
283 Class Enrolment 10 Fall 2007 31/12/2030
282 Fee Arrangements 20 Fall 2007 31/12/2030
274 Fee Assessment 30 Fall 2007 31/12/2030
275 Payment 40 Fall 2007 31/12/2030
276 Withdrawals 50 Fall 2007 31/12/2030
277 Course Drop/Add Activity 60 Fall 2007 31/12/2030
278 Schedule of Fees 70 Fall 2007 31/12/2030
279 Fees for International Students with Student Autho 80 Fall 2007 31/12/2030
280 Incidental Fees and Additional Fee-Related Notes 90 Fall 2007 31/12/2030
281 Income Tax Receipts 100 Fall 2007 31/12/2030

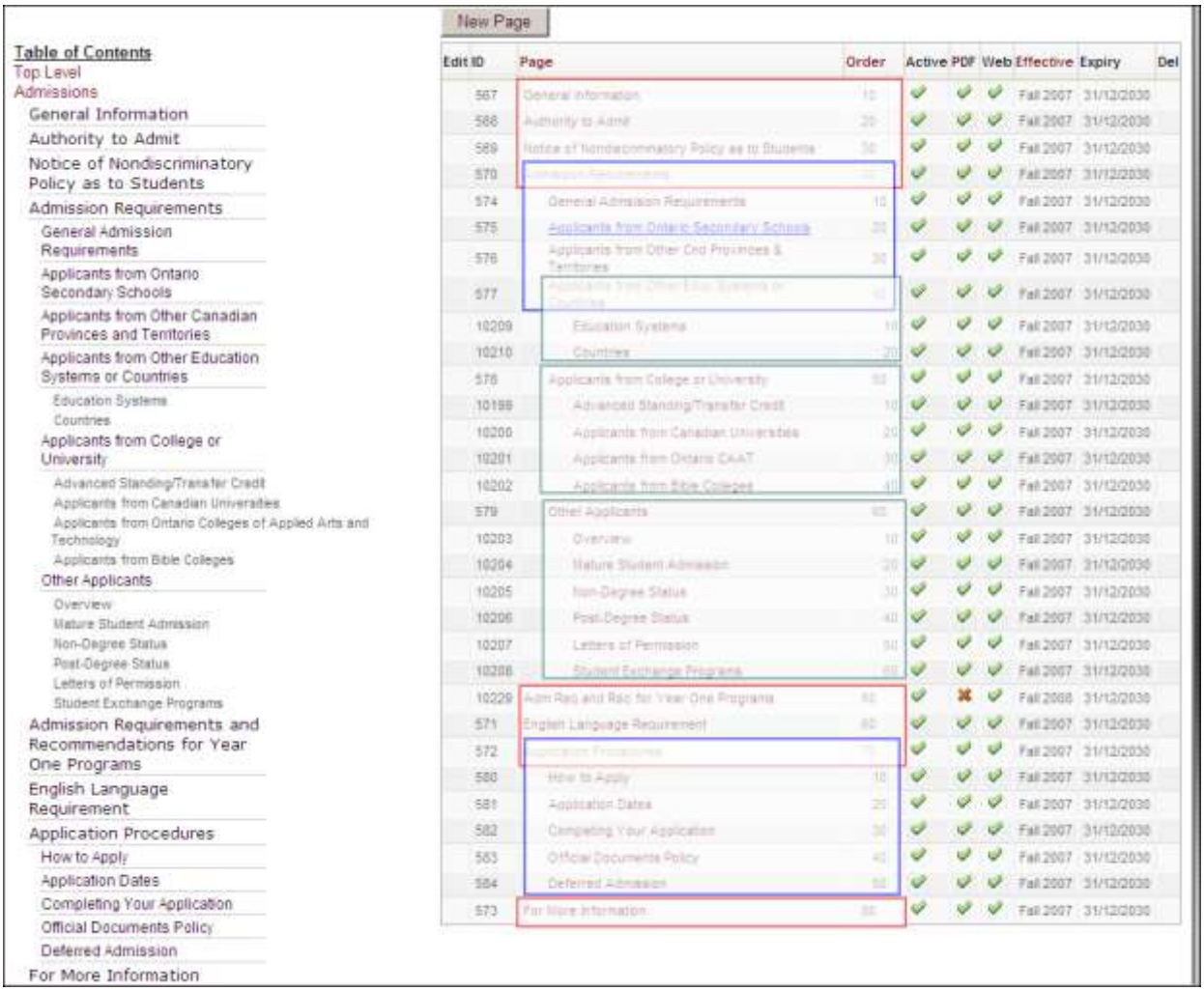
Example of chapter with two sub-page levels:

Main level page (RED) – the first level pages and order numbers (10, 20, 30, 40, 50, 60, 70, 80) are identified in red. Note the Order numbers identified in red 10, 20, 30, 40, then it jumps down to 50, 60, 70, then it jumps down to 80.

Second level page (BLUE) – the second level pages are identified in blue and are indented by one. The parent of the second level pages are Admission Requirements, order 40 and Application Procedures, order 70. Note the Order numbers for Admission Requirements are 10, 20, 30, 40 and the Order numbers for Application Procedures are 10, 20, 30, 40, 50.

Third level page (GREEEN) – the third level pages are identified in green and are indented twice. The parent of the third level pages are Applicants from Other Educ Systems or Countries, Applicants from College or University, Other Applicants.

NOTE: Do not edit or place content in Parent files. They are placeholders only for the Table of Contents.



Adding a new page

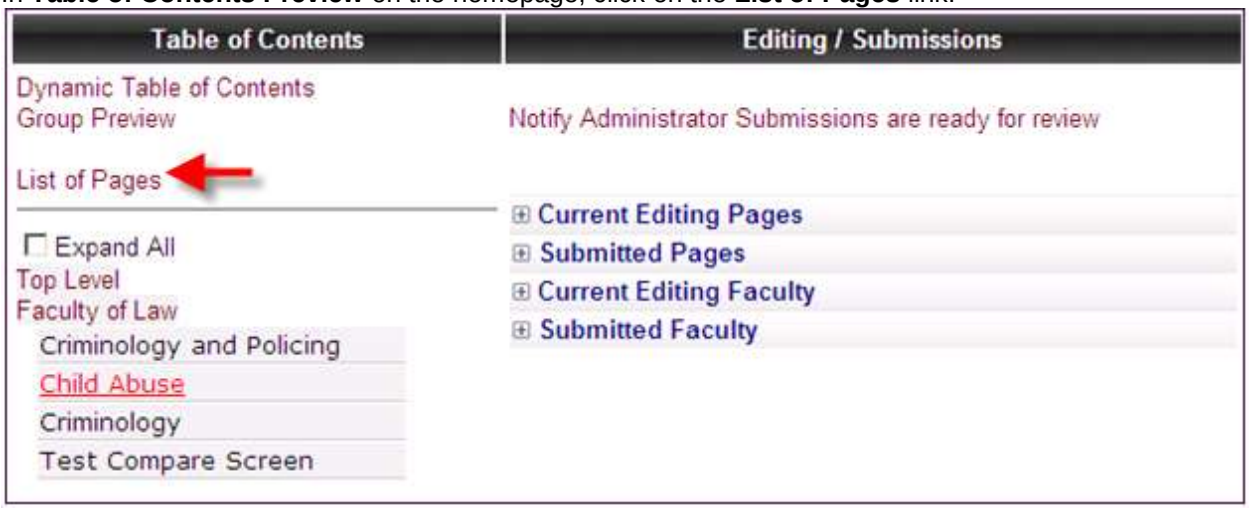
i)	Editors can create new page(s) and add page versions to the page(s).
ii)	Edit and delete buttons will be available until the page versions have been submitted, at which time these buttons will disappear.
iii)	Editors can create a new page, edit if necessary, and then add versions. But once the first version of a page is submitted and approved, access to revise the root page will only be available through the Manager/Administrator.
iv)	Editors cannot create new Groups or Sub-groups. Consult with your Manager/Administrator who will need to ask an Administrator to do this for you.

NOTE: Changing the structure means changing all versions of the calendar, including archived copies. It would be better to speak with an Administrator (Trevor Clews) first before making any structural changes. An Administrator may be able to move the group and all pages to another location without having to expire page(s).

1. Select the appropriate effective date and click **Refresh** button.

2. Select the Group from the Group Editor Homepage that will become the parent for the new page. If your main group only has pages, then proceed to the next step.

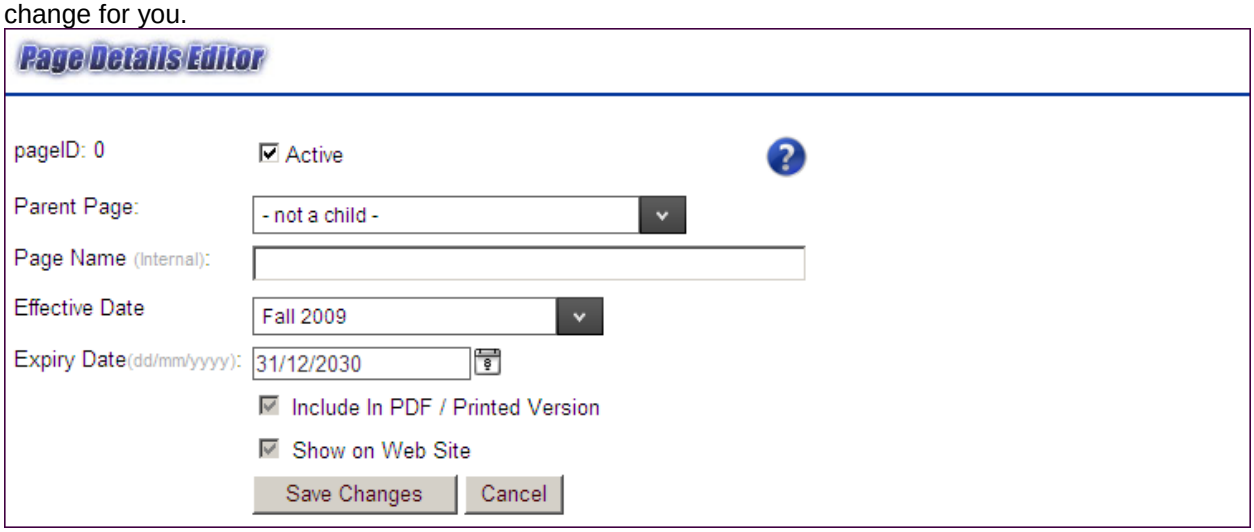
3. In **Table of Contents Preview** on the homepage, click on the **List of Pages** link.



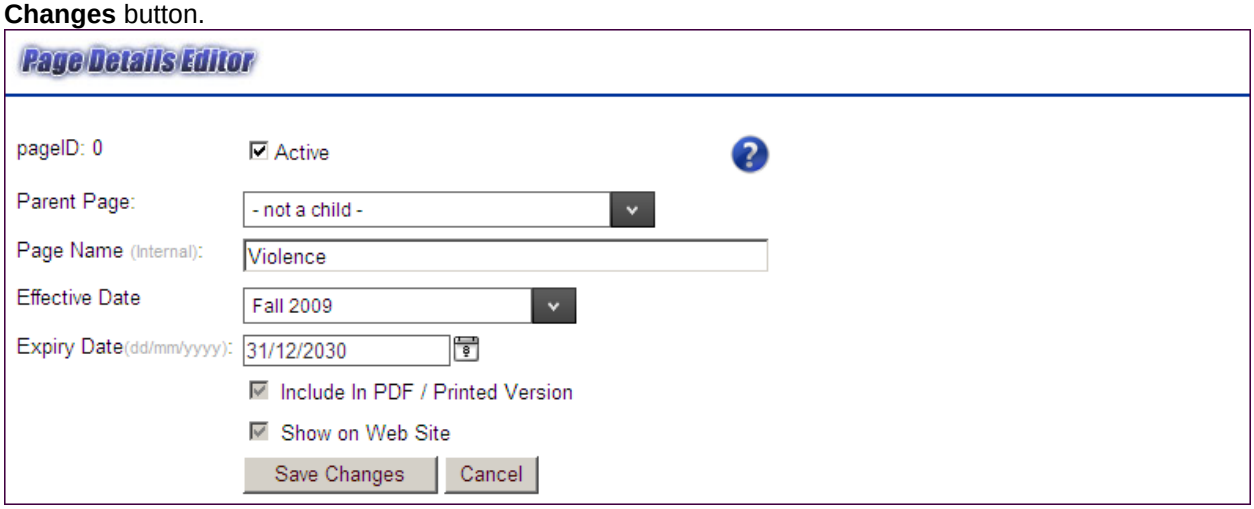
4. The **Page Manager** appears. Click on **New Page** button

Page Manager
Faculty of Law
Group Home Page
New Page
Table of Contents
Top Level
Faculty of Law
Criminology and Policing
Child Abuse
Criminology
Test Compare Screen
Edit ID Page Order Active PDF Web Effective Expiry Del
10328 Criminology and Policing 1 Fall 2009 31/12/2030
10330 Child Abuse 3 Fall 2007 31/12/2030
10327 Criminology 5 Fall 2007 31/12/2030
10331 Test Compare Screen 10 Fall 2007 31/12/2030

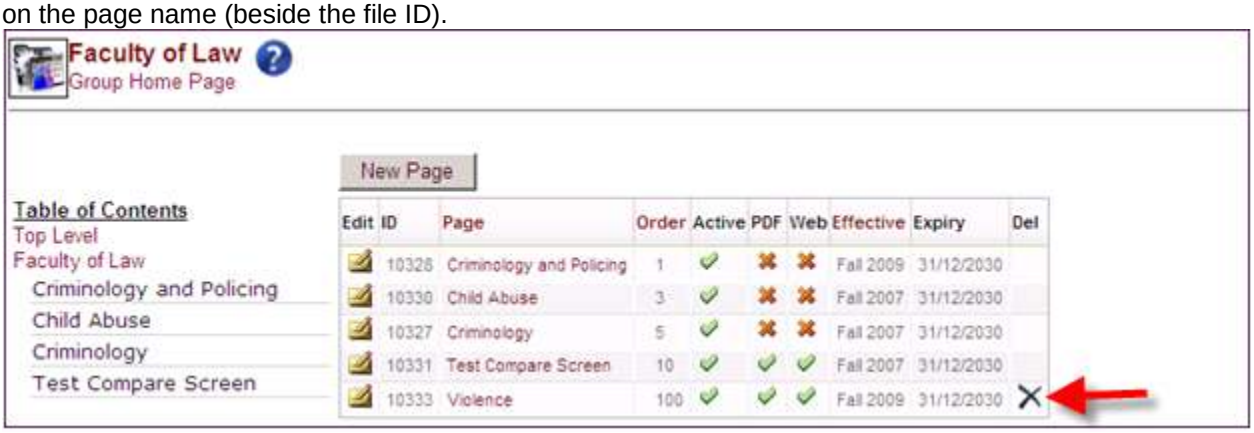
5. The **Page Details Editor** screen appears. The **Active** checkbox will be checked on by default. If you have a page that should not be included in the PDF, ask an Administrator (Trevor Clews) to make this change for you.



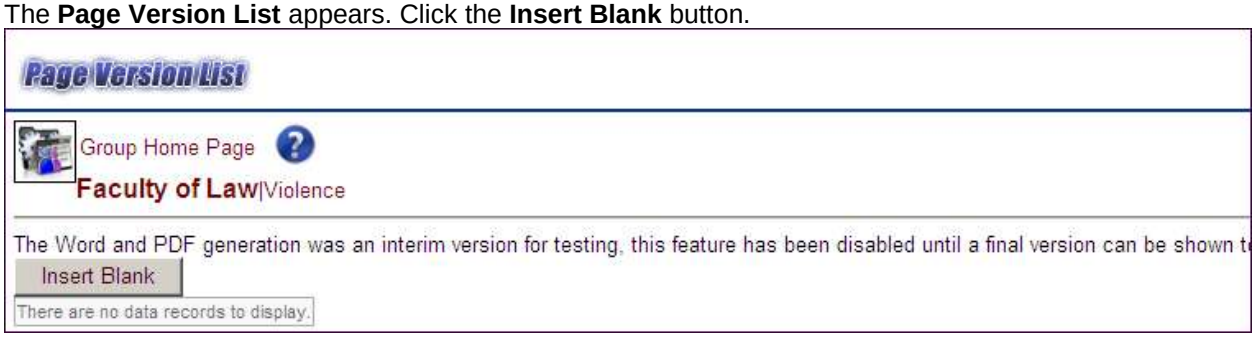
6. In the **Page Details Editor** screen, enter the page name. Select the appropriate Effective Date when this page should appear live on the web. Accept the default Expiry Date unless you know that this page will expire on a certain date. If this is the case, enter the appropriate expiry date. Click the **Save Changes** button.



7. The **Page Details Editor** appears. Note that the new page appears in your list of pages and by default, an order number of 100 will be assigned. You will be able to change this number late. Click on the page name (beside the file ID).

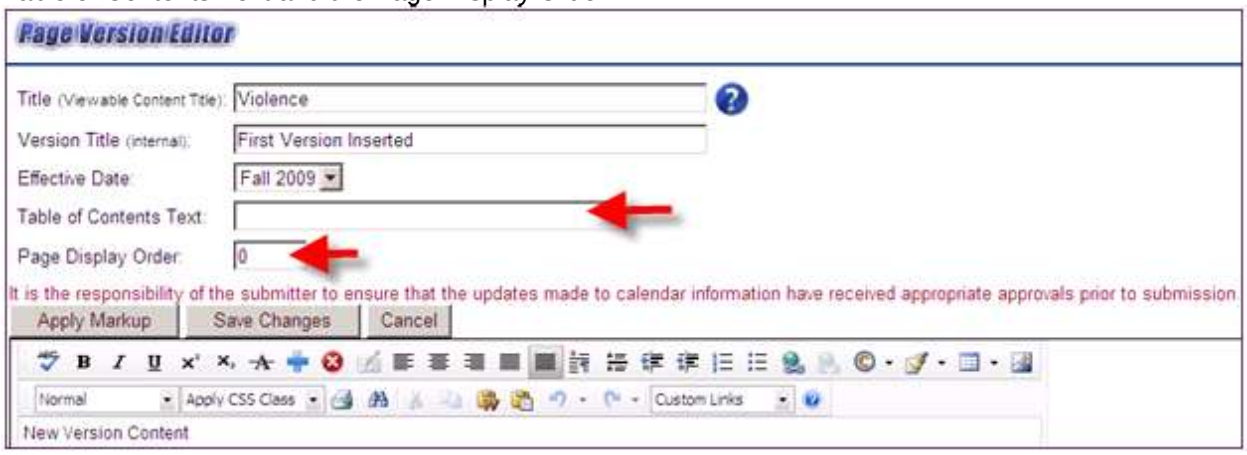

Faculty of Law
Group Home Page
New Page
Table of Contents
Top Level
Faculty of Law
Criminology and Policing
Child Abuse
Criminology
Test Compare Screen
Edit ID Page Order Active PDF Web Effective Expiry Del
10328 Criminology and Policing 1 Fall 2009 31/12/2030
10330 Child Abuse 3 Fall 2007 31/12/2030
10327 Criminology 5 Fall 2007 31/12/2030
10331 Test Compare Screen 10 Fall 2007 31/12/2030
10333 Violence 100 Fall 2009 31/12/2030

8. The **Page Version List** appears. Click the **Insert Blank** button.


Page Version List
Group Home Page
Faculty of Law|Violence
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version can be shown t
Insert Blank
There are no data records to display.

9. The **Page Version List** remains but you will see a version of your file. Note that the T of C Title is blank. You will be able to add this later. Click the **Edit Entry** button.

10. The **Page Version Editor** screen appears. **NOTE:** This is the screen where you will populate the Table of Contents Text and the Page Display Order.



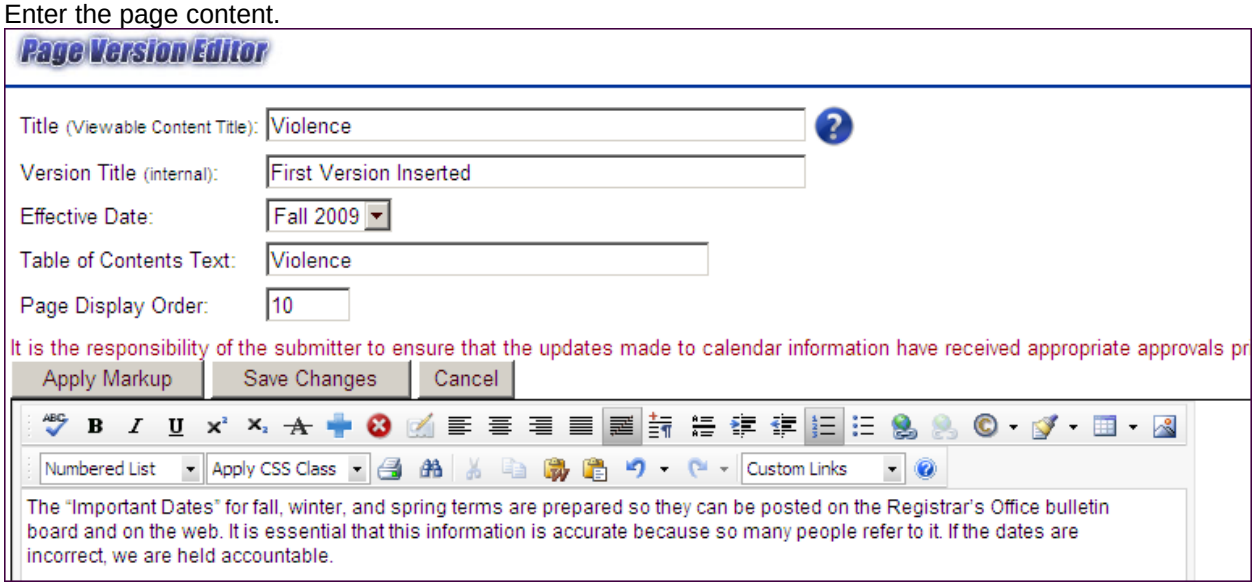
11. Change the **Version Title (internal)** if desired. This is a handy place to put brief information about what changes or additions are made and considered for approval by various committees, e.g., Copy made with changes for GSC, January 21, 2008.

    Select the appropriate **Effective Date** from the drop-down list if it isn't already showing, e.g., when the default effective date is Fall 2009, you may still want to make changes to your faculty listing for Fall 2008. Therefore, you would select Fall 2008 from the drop-down list. This is the date when the page should appear live on the web.

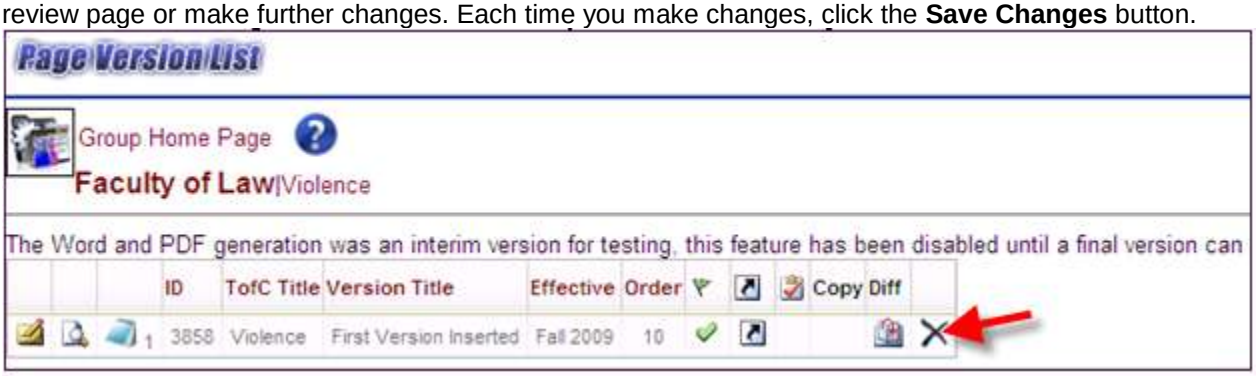
    Enter the **Table of Contents Text** as it should appear in the Table of Contents (normally always the same name as the Viewable Title [request submitted to the developer to automatically populate this title]). This will appear in the **Title** column in **Page Manager**.

    Enter the **Display Order**. It is better to leave space in between the order numbers so that you can easily fit in new pages at a later date without changing the sort order of other pages. We recommend using multiples of 5 or 10, e.g., 5, 10, 15 or 10, 20, 30 etc. If you are adding a new page and the order for that page appears at the end of your current pages, simply add the next display order in that multiple of 5 or 10. If you are adding a page in between already existing multiples of 5 or 10, use 7 or 12, etc. If in doubt, consult with your Manager or an Administrator.

Enter the page content.


Page Version Editor
Title (Viewable Content Title): Violence
Version Title (internal): First Version Inserted
Effective Date: Fall 2009
Table of Contents Text: Violence
Page Display Order: 10
It is the responsibility of the submitter to ensure that the updates made to calendar information have received appropriate approvals pr
Apply Markup
Save Changes
Cancel
Numbered List
Apply CSS Class
Custom Links
The "Important Dates" for fall, winter, and spring terms are prepared so they can be posted on the Registrar's Office bulletin board and on the web. It is essential that this information is accurate because so many people refer to it. If the dates are incorrect, we are held accountable.

12. If desired, an Editor or Manager can add Version notes. Follow the steps in the **Version Notes** section. This is a handy way to keep track of changes you have made in the page or add notes for yourself or Manager about changes you have made in the page.
13. Click the **Save Changes** button to save the entry and return to the Page Version List.
14. The **Page Version List** appears. The new page appears in the order you have assigned it. (You can still delete the entry if you do not wish to use it by clicking the **X**.) Click the Edit Entry button to review page or make further changes. Each time you make changes, click the **Save Changes** button.



15. Click the Preview Entry button and follow the steps in the ***Using the Print Preview for checking your page detail, links, and printing*** section.
16. When you have checked your page and links and you are ready to submit the page, follow the steps in the **Submitting your page** section.

NOTE: Your page will need to be approved by a Manager before it will appear in the Group Preview or public website.

Editing a page

NOTE:

a) You can only copy a page that has been submitted and approved.

b) Copy a page only if changes are required; otherwise, the page remains in the system with the last effective date until the next time changes are made to the page. For example, a page may be effective-dated for Fall 2007. In Fall 2009, a change needs to be made to a paragraph. You would first select the Fall 2009 effective date and then copy the Fall 2007 page.

c) ACMS will timeout after 60 minutes if you do not click Save Changes during this time. Once you have saved your page, you will have another 60 minutes to continue editing. If you were away from your desk and you realized that you did not save your file when you returned, do not click Save. A work-around before you click Save: Copy (control + A and control + C) the contents of your page, logout of ACMS, log back in to ACMS, copy your page again using the last submitted and approved page, open the file, open the file in the Page Version Editor, and replace the text in the page with the copied text (control + A, then delete, then select Paste under File in your browser. Click the **Save Changes** button.

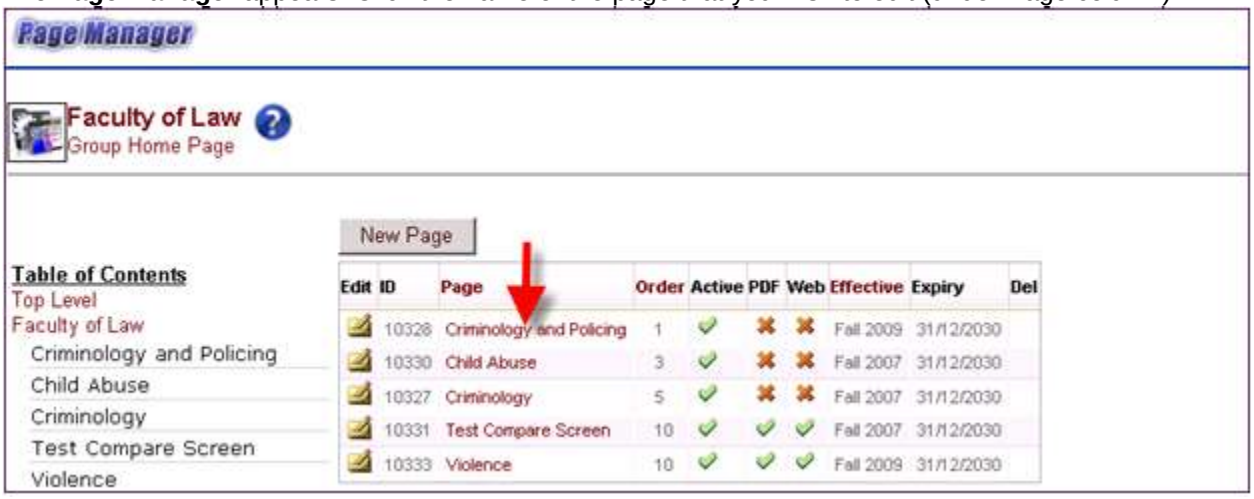
1. Select the appropriate effective date and click the **Refresh** button.

2. If you have permission to edit only one group, no other groups will appear in the **Editor** drop-down list. If you have permission to edit two or more groups, you must first select a group from the **Editor** drop-down to select the group and then the file to edit.

NOTE: You can select a group as default by clicking the Set As Default button.

3. Click **List of Pages**.

4. The **Page Manager** appears. Click the name of the page that you wish to edit (under Page column).


Page Manager
Faculty of Law
Group Home Page
New Page
Table of Contents
Top Level
Faculty of Law
Criminology and Policing
Child Abuse
Criminology
Test Compare Screen
Violence
Edit ID Page Order Active PDF Web Effective Expiry Del
10328 Criminology and Policing 1 Fall 2009 31/12/2030
10330 Child Abuse 3 Fall 2007 31/12/2030
10327 Criminology 5 Fall 2007 31/12/2030
10331 Test Compare Screen 10 Fall 2007 31/12/2030
10333 Violence 10 Fall 2009 31/12/2030

5. The **Page Version List** appears. Click the **Copy** button for the last version that has been submitted and approved.

Page Version List
Group Home Page
Faculty of Law|Criminology and Policing
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version can be shown
ID TofC Title Version Title Effective Order Copy Diff
4 3841 Criminology and Policing First Version Inserted Fall 2009 1

6. A new copy of the page appears at the top of the list of pages with the same Effective date. Click the **Edit Entry** button.

Page Version List
Group Home Page
Faculty of Law|Criminology and Policing
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version can be shown to avoid
ID TofC Title Version Title Effective Order Copy Diff
1 3863 Criminology and Policing copy of First Version Inserted Fall 2009 1
4 3841 Criminology and Policing First Version Inserted Fall 2009 1

7. The **Page Version Editor** appears.

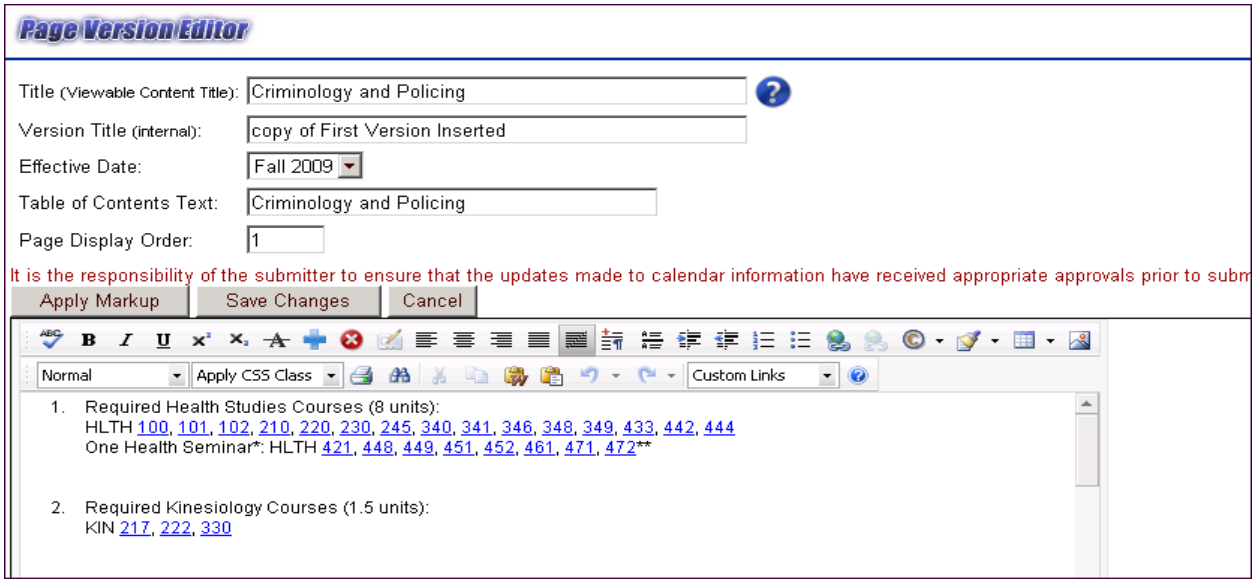
   Change the **Version Title (internal)** if desired. This is a handy place to put brief information about what changes or additions are made and considered for approval by various committees, e.g., Copy made with changes for GSC, January 21, 2008.

   Make sure that you have the correct effective date, otherwise, select the appropriate **Effective Date** from the drop-down list.

   Make sure that you have Table of Contents Text. This should normally be the same description that appears in the Viewable Content Title.

   Make the appropriate changes in the Page Version Editor.

   Add Version notes if desired.


Page Version Editor
Title (Viewable Content Title): Criminology and Policing
Version Title (internal): copy of First Version Inserted
Effective Date: Fall 2009
Table of Contents Text: Criminology and Policing
Page Display Order: 1
It is the responsibility of the submitter to ensure that the updates made to calendar information have received appropriate approvals prior to subm
Apply Markup
Save Changes
Cancel
Normal
Apply CSS Class
Custom Links
1. Required Health Studies Courses (8 units):
HLTH 100, 101, 102, 210, 220, 230, 245, 340, 341, 346, 348, 349, 433, 442, 444
One Health Seminar*: HLTH 421, 448, 449, 451, 452, 461, 471, 472**
2. Required Kinesiology Courses (1.5 units):
KIN 217, 222, 330

8. If desired, an Editor or Manager can add Version notes. Follow the steps in the **Version Notes** section. This is a handy way to keep track of changes you have made in the page or add notes for yourself or Manager about changes you have made in the page.

9. Click the **Save Changes** button.

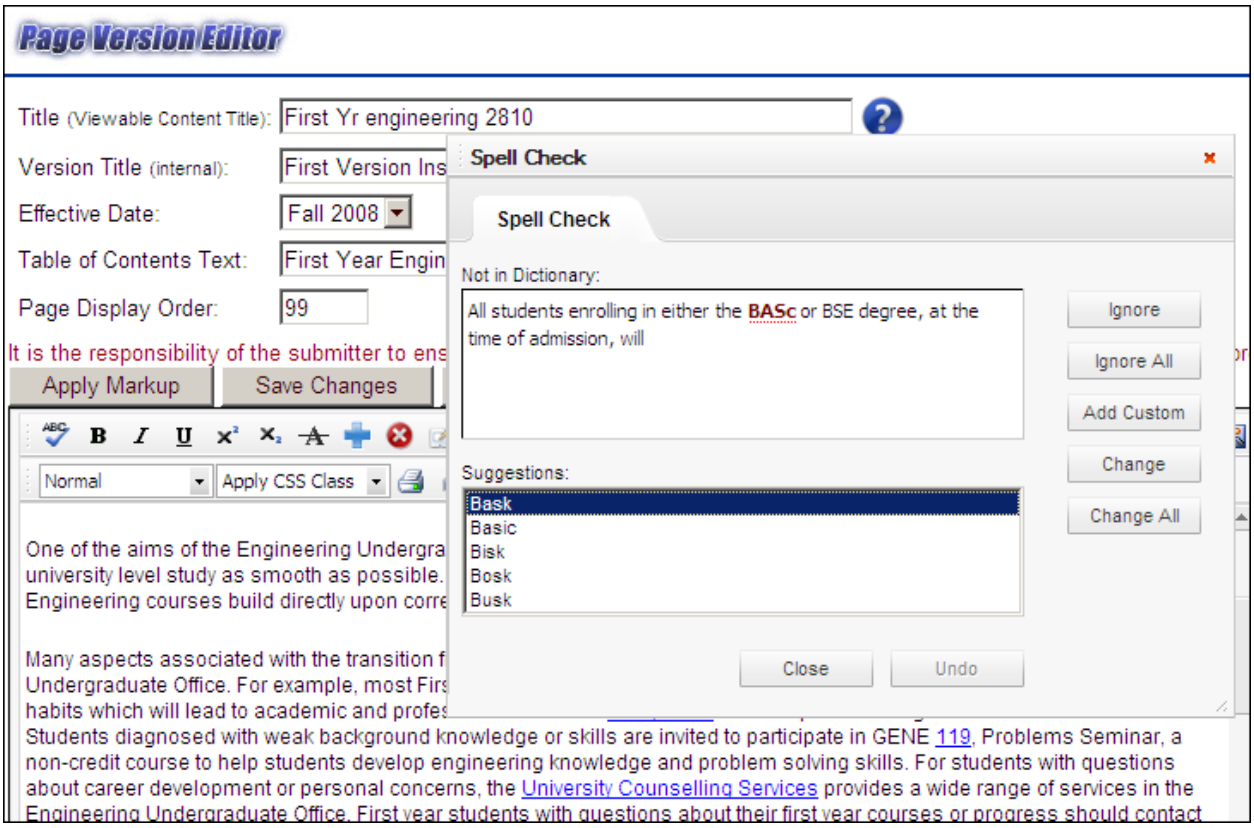
10. The **Page Version List** appears. Click the **Edit Entry** button to review your page or make further changes. Each time you make changes, click the **Save Changes** button.

11. Click the Preview Entry button and follow the steps in **Using the Print Preview for checking your page detail, links, and printing** section.

12. When you have checked your page and links, and you are ready to submit the page, follow the steps in the **Submitting your page** section.

Using the spellchecker before you save and submit your page(s)

We recommend that you use the spellchecker before you save and submit your page(s). The best way to do this is to use the spellchecker in the Page Version Editor by clicking the **Spellchecker button**. The Spellchecker works the same way as the Word Spellchecker.


Page Version Editor
Title (Viewable Content Title):
First Yr engineering 2810
Version Title (internal):
First Version Ins
Effective Date:
Fall 2008
Table of Contents Text:
First Year Engin
Page Display Order:
99
It is the responsibility of the submitter to ens
Apply Markup
Save Changes
Normal
Apply CSS Class
One of the aims of the Engineering Undergra
university level study as smooth as possible.
Engineering courses build directly upon corre
Many aspects associated with the transition f
Undergraduate Office. For example, most Firs
habits which will lead to academic and profes
Students diagnosed with weak background knowledge or skills are invited to participate in GENE 119, Problems Seminar, a non-credit course to help students develop engineering knowledge and problem solving skills. For students with questions about career development or personal concerns, the University Counselling Services provides a wide range of services in the Engineering Undergraduate Office. First year students with questions about their first year courses or progress should contact
Spell Check
Spell Check
Not in Dictionary:
All students enrolling in either the BASc or BSE degree, at the time of admission, will
Ignore
Ignore All
Add Custom
Change
Change All
Suggestions:
Bask
Basic
Bisk
Bosk
Busk
Close
Undo

Submitting your page

1. Click the **Pending Submission** button. This button will turn into a green checkmark.

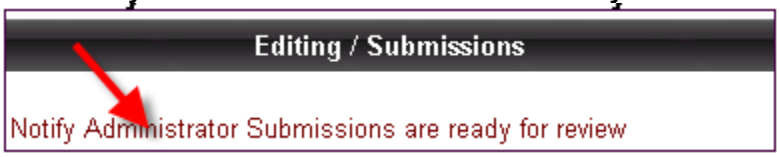
Page Version List
Group Home Page
Faculty of Law|Criminology
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version can be sho
ID
TofC Title
Version Title
Effective
Order
Copy
Diff
3847 Criminology changed order number to 5 Fall 2009 5
3838 Criminology First Version Inserted Fall 2007 1

2. If you are an Editor, proceed to the next step. If you are a Manager, click the **Pending Approval** button and then refer to the Approving or Declining your pages (Managers only) for remaining steps.

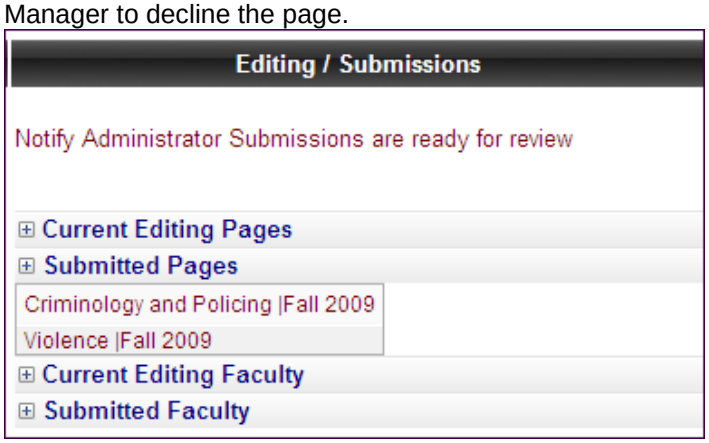
Page Version List
Group Home Page
Faculty of Law|Criminology
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version
ID
TofC Title
Version Title
Effective
Order
Copy
Diff
3847 Criminology changed order number to 5 Fall 2009 5
3838 Criminology First Version Inserted Fall 2007 1

3. Click the **Group Home Page** link.

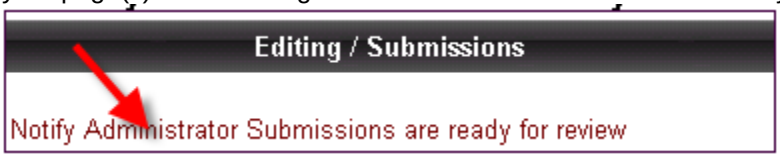
4. Click **Notify Administrator Submissions are ready for review**.



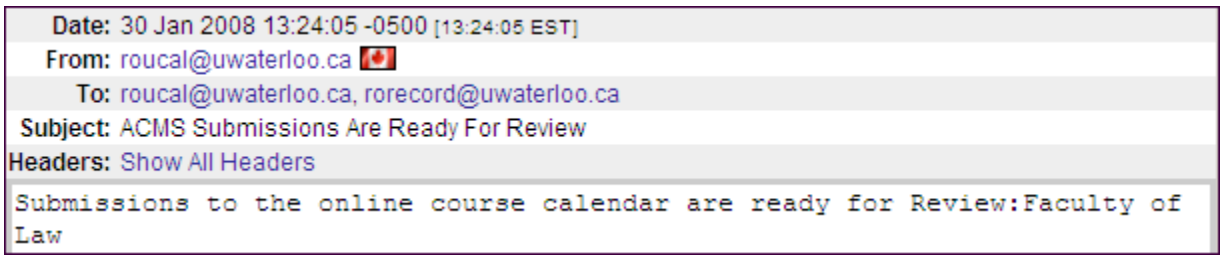
5. Your page will appear in the Submitted Pages section. It will remain there until it is approved or declined by your Manager. **NOTE:** You will not be able to edit this page until your Manager has either approved or declined the page. If you realized that you have made an error in the file, ask your Manager to decline the page.



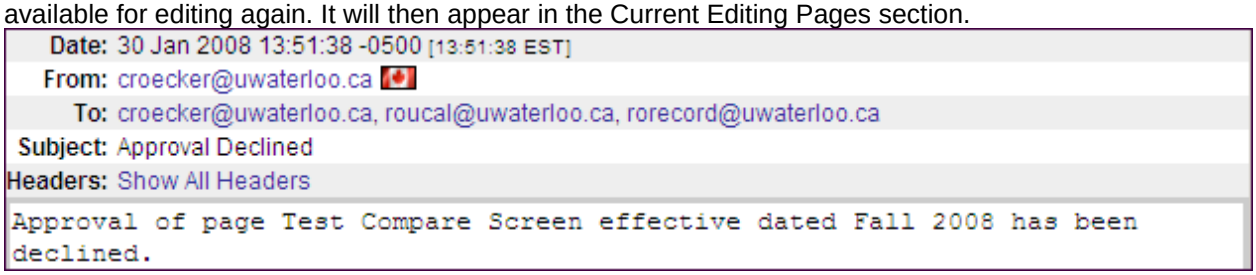
6. Click **Notify Administrator Submissions are ready for review** when you have finished submitting your page(s). Your Manager will receive an email notification that your page(s) has been submitted.



Your Manager will receive this message.


Date: 30 Jan 2008 13:24:05 -0500 [13:24:05 EST]
From: roucal@uwaterloo.ca
To: roucal@uwaterloo.ca, rorecord@uwaterloo.ca
Subject: ACMS Submissions Are Ready For Review
Headers: Show All Headers
Submissions to the online course calendar are ready for Review:Faculty of Law

If your Manager declines the page, you will receive an email notification and your page becomes available for editing again. It will then appear in the Current Editing Pages section.


Date: 30 Jan 2008 13:51:38 -0500 [13:51:38 EST]
From: croecker@uwaterloo.ca
To: croecker@uwaterloo.ca, roucal@uwaterloo.ca, rorecord@uwaterloo.ca
Subject: Approval Declined
Headers: Show All Headers
Approval of page Test Compare Screen effective dated Fall 2008 has been declined.

If your Manager approves the page, you will receive an email notification and your page will be removed from the Submitted Pages section. A green checkmark will appear in the Page Version List, and it will become available for copying again.

Date: 30 Jan 2008 13:31:14 -0500 [13:31:14 EST]
From: croecker@uwaterloo.ca
To: croecker@uwaterloo.ca, roucal@uwaterloo.ca, rorecord@uwaterloo.ca
Subject: ACMS Submissions Have Been Reviewed
Headers: Show All Headers
Your submissions to the online course calendar have been reviewed. To view your submissions, please go to http://ugradcalendar.uwaterloo.ca/acms and log in.

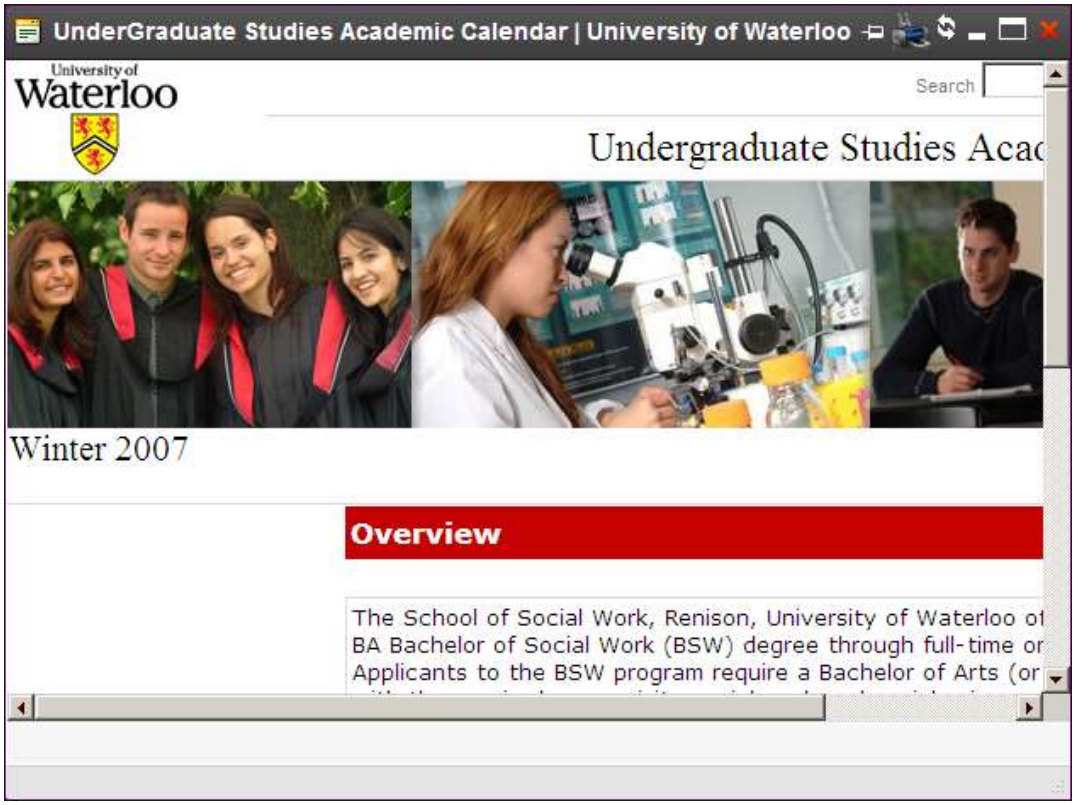
Using the Print Preview to check your page detail, links, and printing

1. Select the appropriate effective date and click the **Refresh** button.

2. Once you have saved your changes, click the **Preview Entry** button of the version of the file you have saved.

Page Version List
Group Home Page
About Social Work|Overview
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version ca
ID
TofC Title
Version Title
Effective
Order
Copy
Diff
3925 Overview copy of copy of First Version Inserted Fall 2008 5
3265 Overview copy of First Version Inserted Fall 2008 5
479 Overview First Version Inserted Fall 2007 5

This Preview Entry screen appears.


UnderGraduate Studies Academic Calendar | University of Waterloo
University of Waterloo
Search
Undergraduate Studies Acad
Winter 2007
Overview
The School of Social Work, Renison, University of Waterloo of
BA Bachelor of Social Work (BSW) degree through full-time or
Applicants to the BSW program require a Bachelor of Arts (or

3. Click the Maximize button to view full screen. Review your text and check all new links.

University of Waterloo
Search
Undergraduate Studies Academic Calendar
Winter 2007
Social Work
About Social Work
Overview
The School of Social Work, Renison, University of Waterloo offers a unique post-BA Bachelor of Social Work (BSW) degree through full-time or part-time studies. Applicants to the BSW program require a Bachelor of Arts (or equivalent) degree with the required prerequisite social work and social science foundation courses. Conditional admission is available to qualified applicants with BA's (or equivalent) who have not completed all the prerequisite courses. Full-time studies are distinguished by an intensive ten-month program, while part-time studies may be completed within three years. The program prepares entry-level generalist social work practitioners to provide service to a broad range of populations at all systems levels through a combination of academic courses and a field practicum of 720 hours.
The BSW program is accredited by the Canadian Association of Schools of Social Work. Graduates are eligible for registration under the Ontario College of Social Workers and Social Service Workers and are eligible for membership in the Ontario Association of Social Workers. Graduates are employed in every province in Canada and elsewhere.
For further information, visit the School of Social Work website at:
www.renison.uwaterloo.ca/social-work/index.shtml.

4. Click the Restore button to resize the screen to the default size.

5. Click the Print this page button if desired or click the Close button to exit the Preview Entry screen.

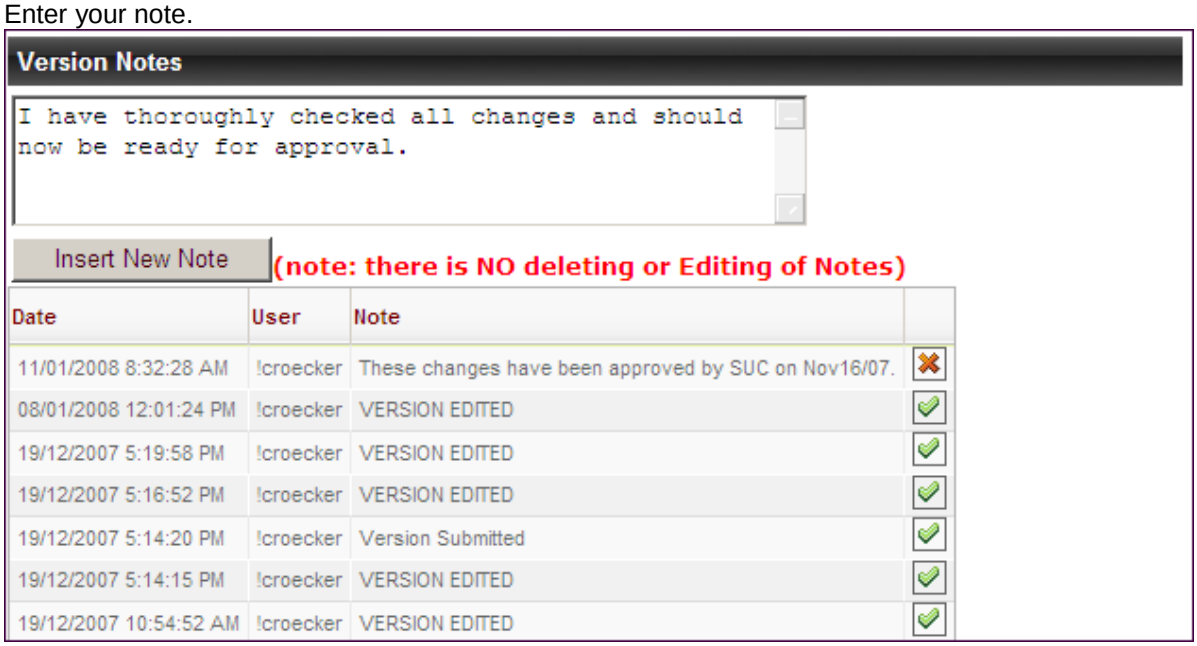
   NOTE: Always minimize the Preview Entry screen before clicking the Print this page button. By doing so, the font size will be slightly larger than when the Preview Entry screen has been maximized.

Version Notes

Version notes can be added to the page at the time of editing a page in the Page Version Editor or they can be added to the Notes in the Page Version Listing. An Editor, Manager, or Administrator can add notes. Notes are effective dated and the last note added displays at the top of the page or at the top of the Notes. Once a note has been added, it cannot be edited or deleted. A check mark at the end of the row indicates that the note is to be read. An X at the end of the row indicates that the note is to be ignored.

Adding a note to a version of a page:

1. Move your scroll bar down until you see the Version Notes section.
2. Enter your note.



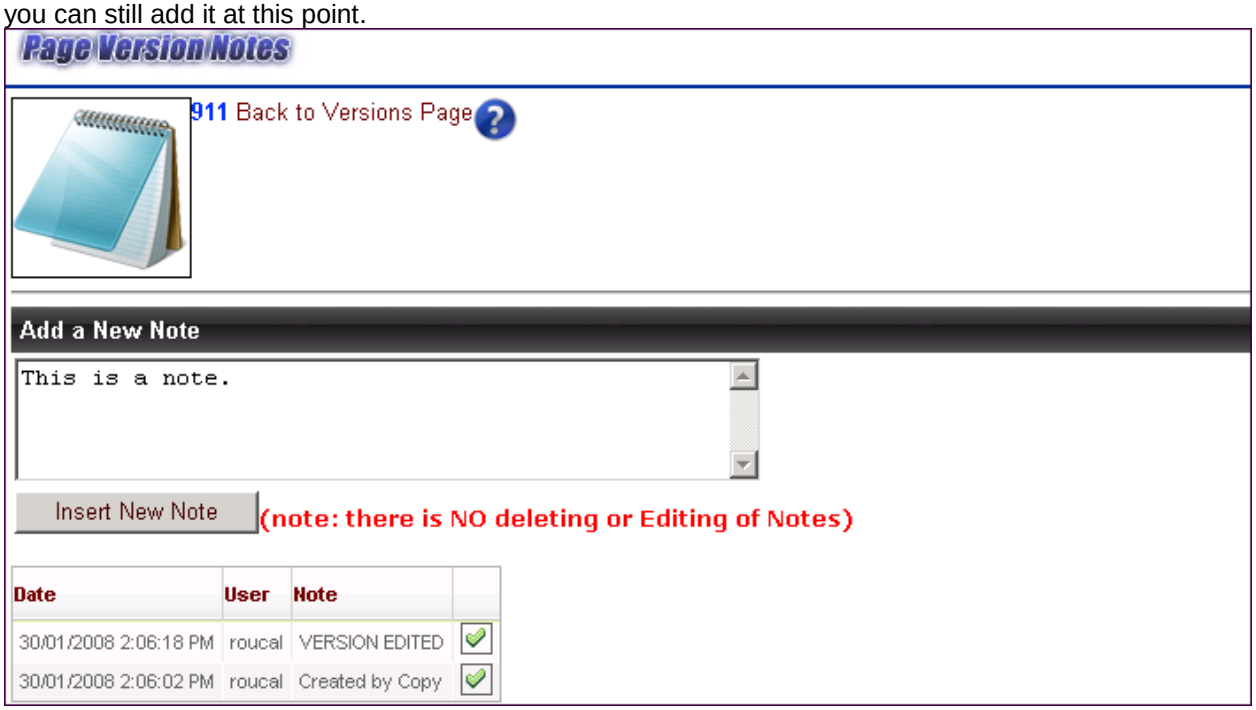
3. Click the **Insert New Note** button. **NOTE:** Since you cannot change or delete a note once it is inserted, your only option is to click on the check mark (if you realize you have made a mistake)... The check mark will change to an (signifies the note is to be ignored). You can then type another note.
4. Click the **Save Changes** button.
5. Continue with the steps in the Submitting your page section.

Adding a note in the Notes section in the Page Version List:

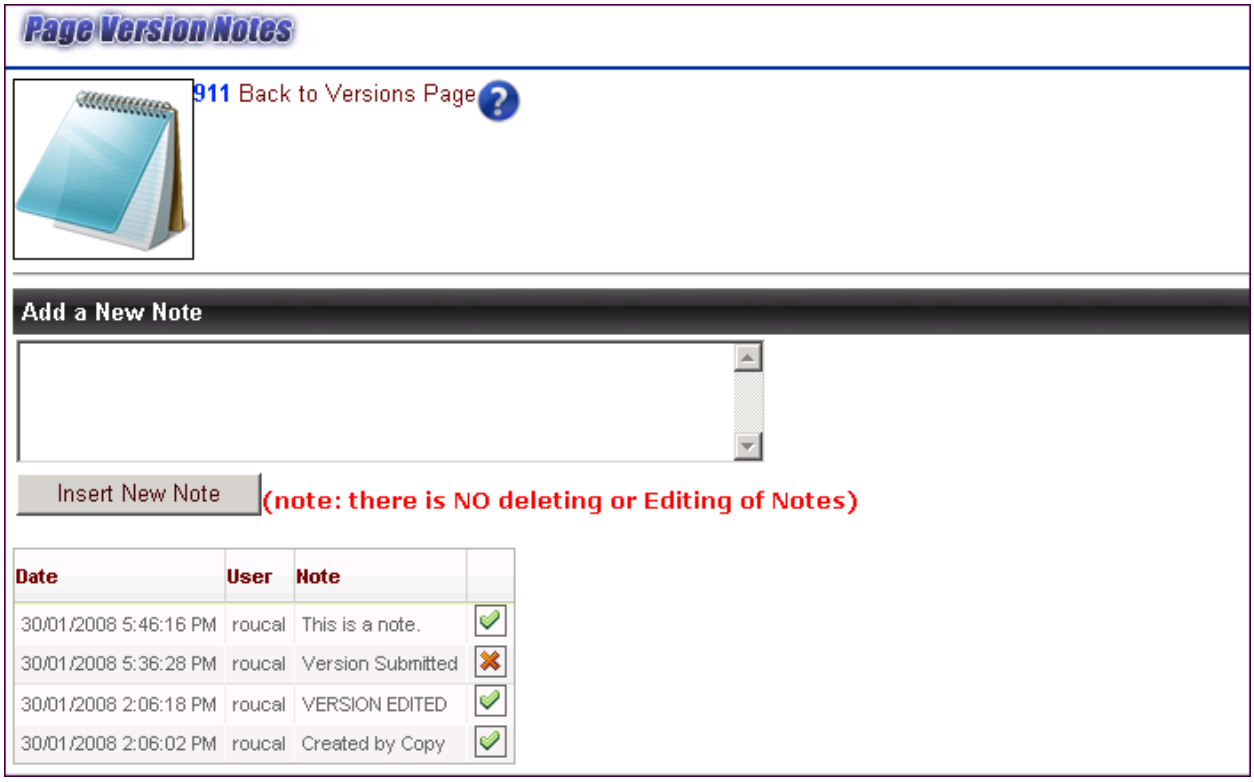
1. Click on the notes button to access the **Version Notes**.

Page Version List
Group Home Page
Faculty of Law 911
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version can be sh
ID
TofC Title
Version Title
Effective
Order
Copy
Diff
3 3924 911 copy of test past into plain page Fall 2009 20
4 3923 911 copy of test past into plain page Fall 2009 20
5 3902 911 test past into plain page Fall 2009 20

2. If you are an Editor, enter your note in the **Add a New Note** field for the page version you have edited. If you are a Manager, you would normally add a note at the time of approving or declining a page. However, if you have already declined or approved a page and you forgot to enter the note, you can still add it at this point.


Page Version Notes
911 Back to Versions Page
Add a New Note
This is a note.
Insert New Note
(note: there is NO deleting or Editing of Notes)
Date
User
Note
30/01/2008 2:06:18 PM roucal VERSION EDITED
30/01/2008 2:06:02 PM roucal Created by Copy

3. Click the **Insert New Note** button. **NOTE:** Since you cannot change or delete a note once it is inserted, your only option is to click on the ✔ check mark (if you realize you have made a mistake). The check mark will change to an ✖ (signifies the note is to be ignored). You can then type another note.



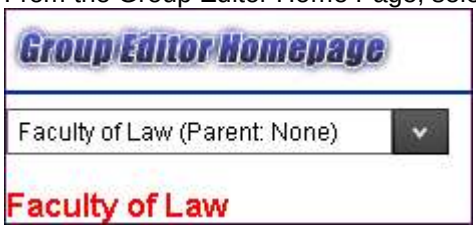
Renaming a page

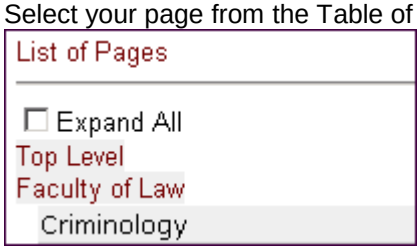
Important Information: If you are not sure about the following steps, please contact an Administrator (Trevor Clews) for help before you make changes. **NOTE: Your changes may affect all previous versions of ACMS calendars if you do not follow the appropriate steps**.

The following example is used so you can understand the steps involved when changing page names. We are going to make this change effective for Fall 2009 and we are going to copy a file from Fall 2007 (last time change was made).

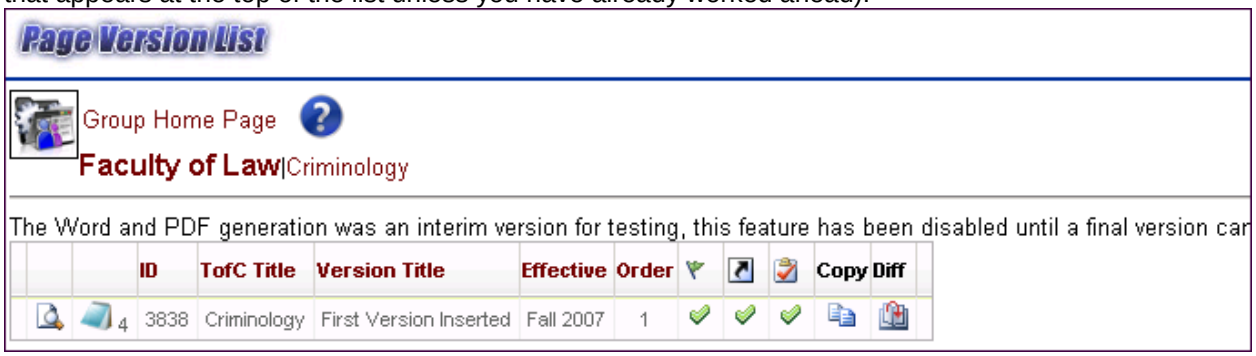
1. If the appropriate effective date is not showing at the top of the page

, select it and click the **Refresh** button.

2. From the Group Editor Home Page, select your group from the Group drop-down list.


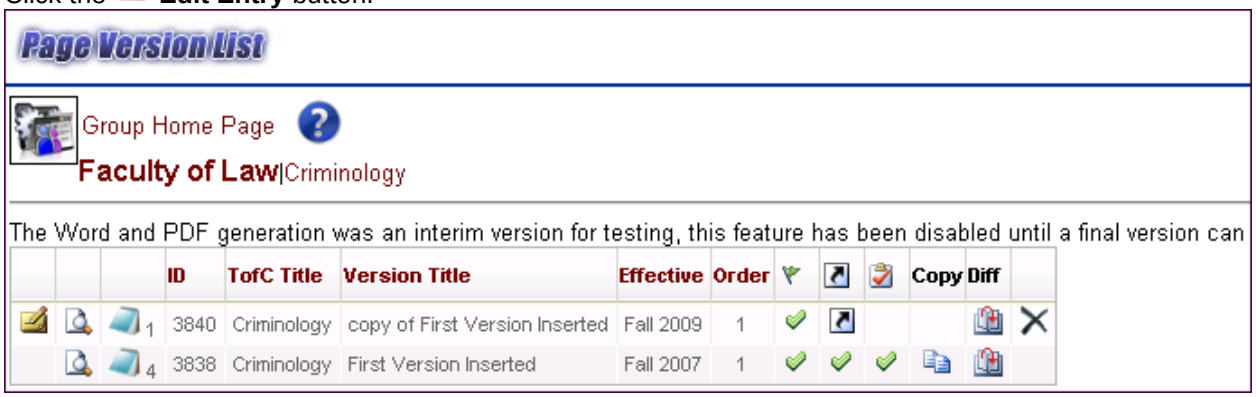
3. Select your page from the Table of Contents list on the left by clicking the name of the page.


4. This opens up the Page Version List. **NOTE:** This page was effective last for Fall 2007. You will have to copy the contents of this page, expire this page for 01/09/2009, and the set up the new page for Fall 2009 with the new title(s).

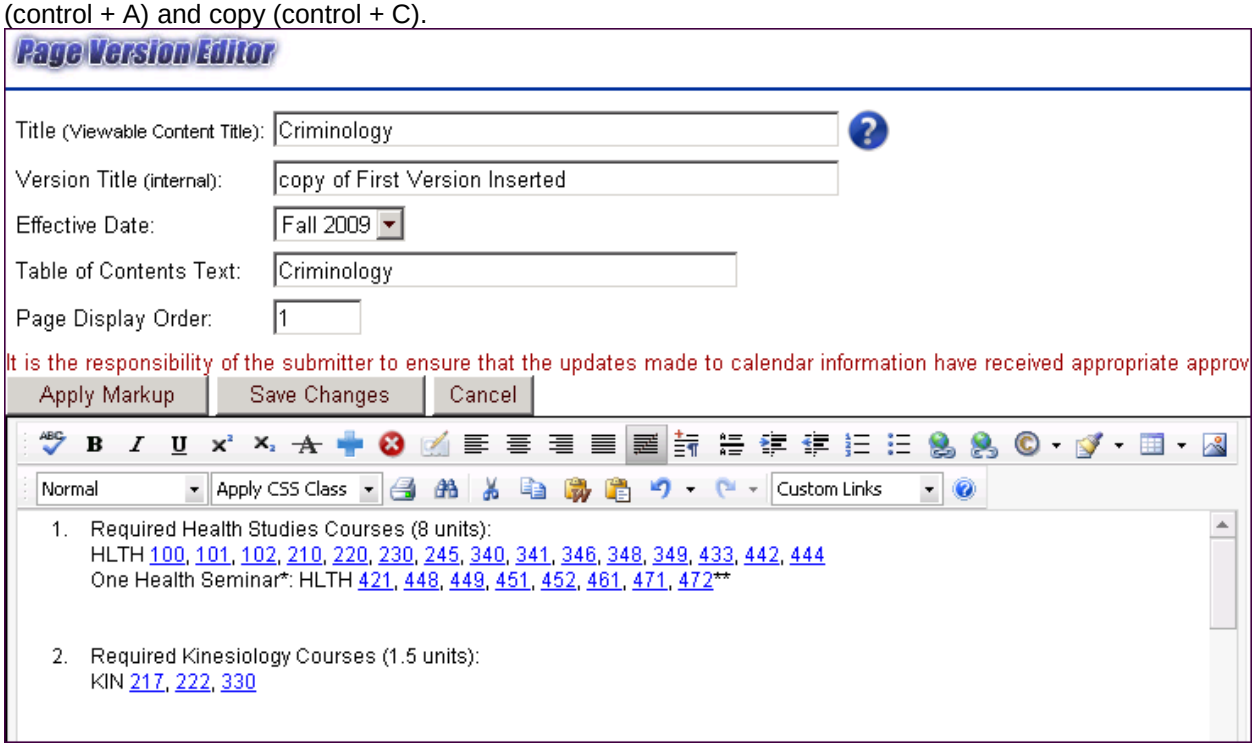
   Copy the last approved version of the page by clicking the **Copy Entry** button (usually the page that appears at the top of the list unless you have already worked ahead).


5. **NOTE:** Because the default effective date is Fall 2009, the page is copied with a Fall 2009 effective date. No need to be concerned about this.

   Click the **Edit Entry** button.


Page Version List
Group Home Page
Faculty of Law|Criminology
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version can
ID
TofC Title
Version Title
Effective
Order
Copy
Diff
3840 Criminology copy of First Version Inserted Fall 2009 1
3838 Criminology First Version Inserted Fall 2007 1

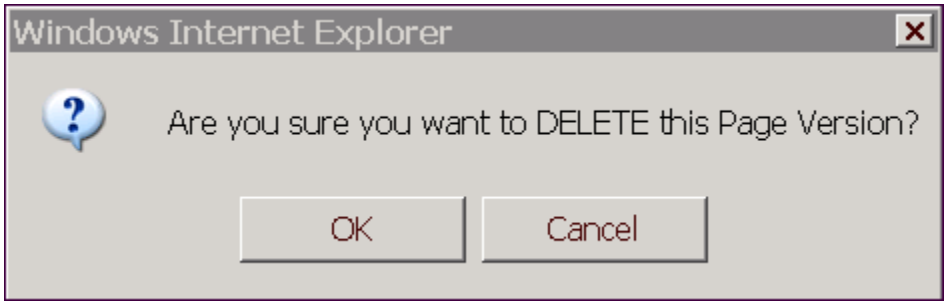
6. This opens up the Page Version Editor. Your cursor should be inside the editor. Now select all (control + A) and copy (control + C).


Page Version Editor
Title (Viewable Content Title): Criminology
Version Title (internal): copy of First Version Inserted
Effective Date: Fall 2009
Table of Contents Text: Criminology
Page Display Order: 1
It is the responsibility of the submitter to ensure that the updates made to calendar information have received appropriate approv
Apply Markup
Save Changes
Cancel
Normal
Apply CSS Class
Custom Links
1. Required Health Studies Courses (8 units):
HLTH 100, 101, 102, 210, 220, 230, 245, 340, 341, 346, 348, 349, 433, 442, 444
One Health Seminar*: HLTH 421, 448, 449, 451, 452, 461, 471, 472**
2. Required Kinesiology Courses (1.5 units):
KIN 217, 222, 330

7. Click Cancel. This takes you back to the Page Version List. Now click the **X** for the Fall 2009 you previously copied.

Page Version List
Group Home Page
Faculty of Law|Criminology
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version ca
ID
TofC Title
Version Title
Effective
Order
Copy
Diff
3840 Criminology copy of First Version Inserted Fall 2009 1
3838 Criminology First Version Inserted Fall 2007 1

8. Click the **OK** button.



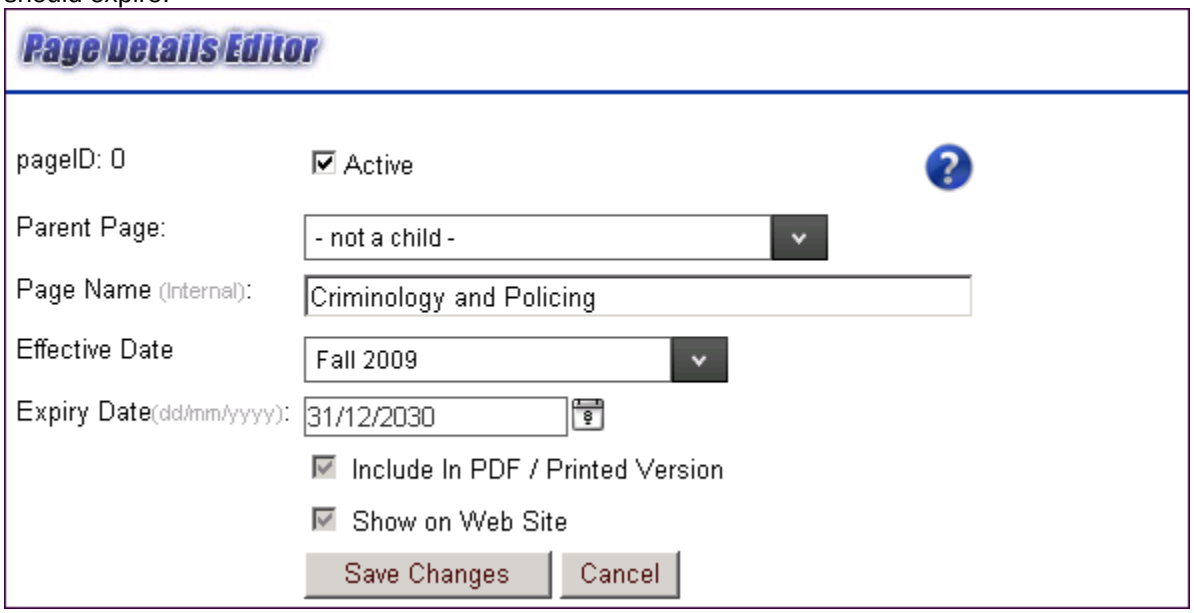
9. Note that the page has been deleted.

   Click the name of your group. In this example, click Faculty of Law.

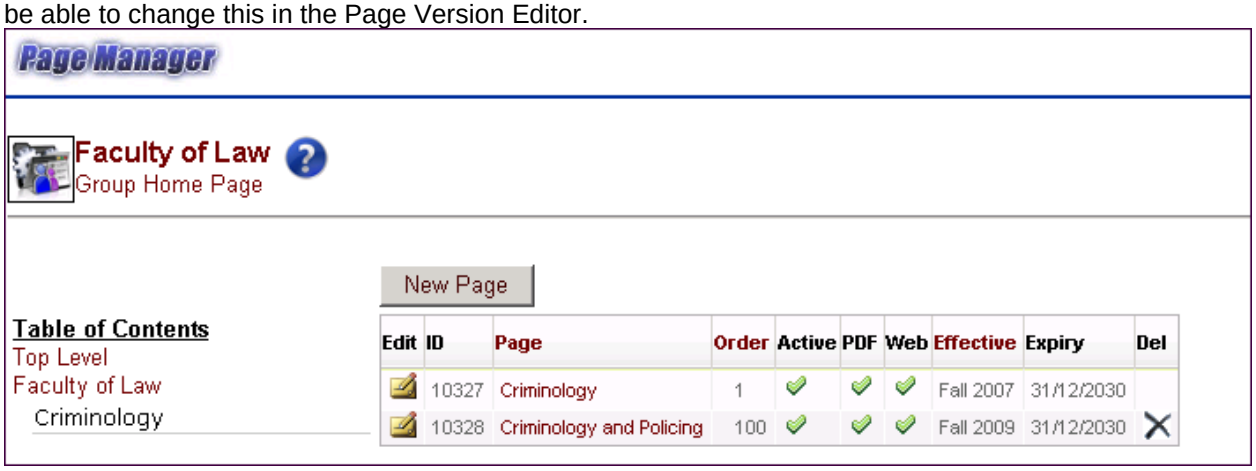
10. Click the **New Page** button.

11. This opens up the Page Details Editor.

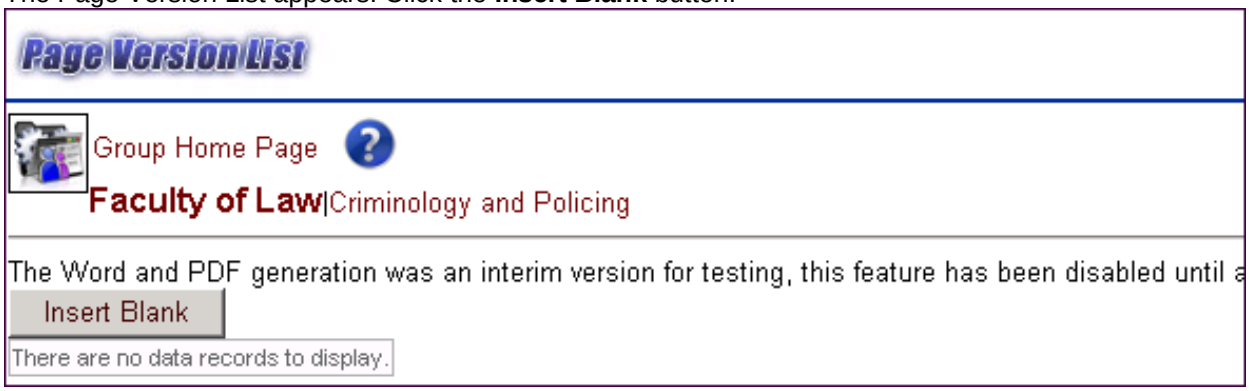
    Fill in the new Page Name. Since we are making this effective for Fall 2009, you will not have to change the Effective Date. Except the default expiry date or change if you know when this page should expire.



12. Click the **Save Changes** button. **NOTE: The order number automatically defaults to 100.** You will be able to change this in the Page Version Editor.

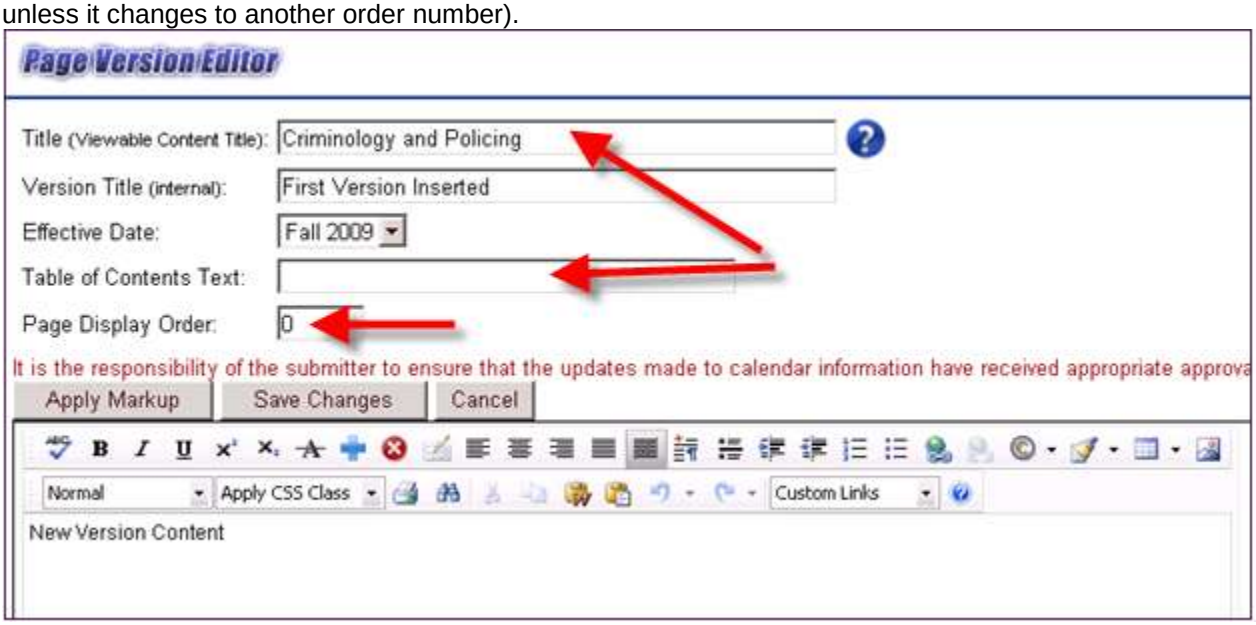


13. The Page Version List appears. Click the **Insert Blank** button.

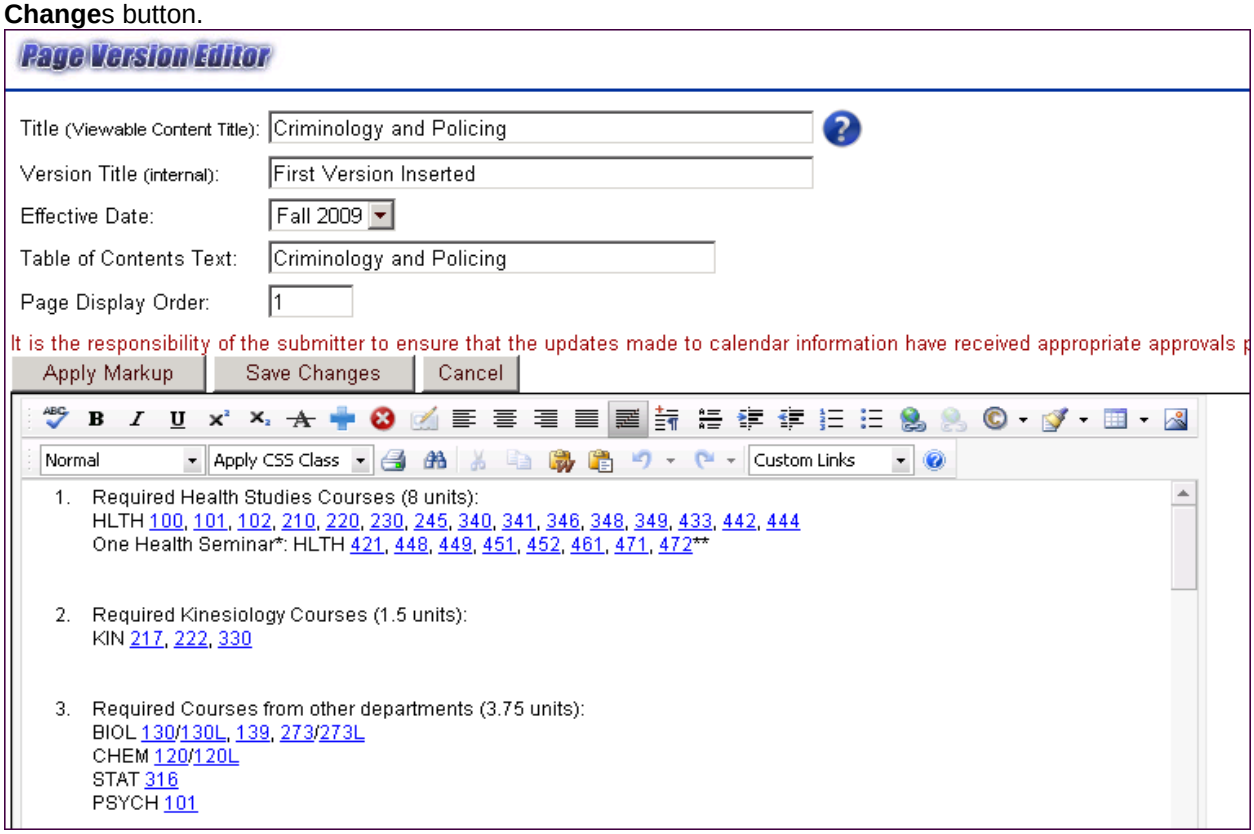

Page Version List
Group Home Page
Faculty of Law|Criminology and Policing
The Word and PDF generation was an interim version for testing, this feature has been disabled until a
Insert Blank
There are no data records to display.

14. Click the **Edit Entry** button. **NOTE:** The TofC Title is blank. You must add this title in the Page Version Editor. See next step. (We have requested that this field is populated with the title.) You can still delete this page if necessary by clicking the **X**.

15. This opens up the Page Version Editor. **NOTE: Table of Contents Text is blank and the Page Display Order is 0.** Enter the Title (Viewable Content Title) in this box. Leaving it blank will result in a blank cell in the Table of Contents on the web and in the hard copy calendar. Change the Page Display Order to the appropriate order number (if your previous page was order 1, give it order 1 unless it changes to another order number).



16. Now paste the previously copied page (control + V) or Edit, Paste using your browser. Click the **Save Change**s button.

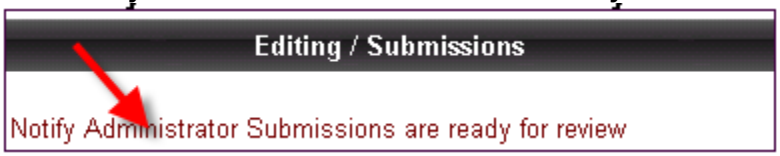

Page Version Editor
Title (Viewable Content Title): Criminology and Policing
Version Title (internal): First Version Inserted
Effective Date: Fall 2009
Table of Contents Text: Criminology and Policing
Page Display Order: 1
It is the responsibility of the submitter to ensure that the updates made to calendar information have received appropriate approvals
Apply Markup
Save Changes
Cancel
Normal
Apply CSS Class
Custom Links
1. Required Health Studies Courses (8 units):
HLTH 100, 101, 102, 210, 220, 230, 245, 340, 341, 346, 348, 349, 433, 442, 444
One Health Seminar*: HLTH 421, 448, 449, 451, 452, 461, 471, 472**
2. Required Kinesiology Courses (1.5 units):
KIN 217, 222, 330
3. Required Courses from other departments (3.75 units):
BIOL 130/130L, 139, 273/273L
CHEM 120/120L
STAT 316
PSYCH 101

17. The **Page Version** List appears. Click the **Pending Submission** button when you have no further changes to make to the page and you are ready to notify your Administrator that your submission is ready for review.

18. Note that the Pending Submission button changed to a green checkmark. If you are a Manager, follow the steps in the **Approving or Declining a Page (Managers only)** section.

19. Click the **Group Home Page** link.

20. Click **Notify Administrator Submissions are ready for review**.

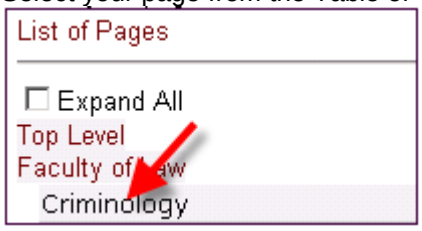


Changing the order number of a page

1. If the appropriate effective date is not showing at the top of the page

, select it and click the **Refresh** button.
2. From the **Group Editor HomePage**, select your group from the Group drop-down list.

3. Select your page from the Table of Contents list on the left by clicking the name of the page.

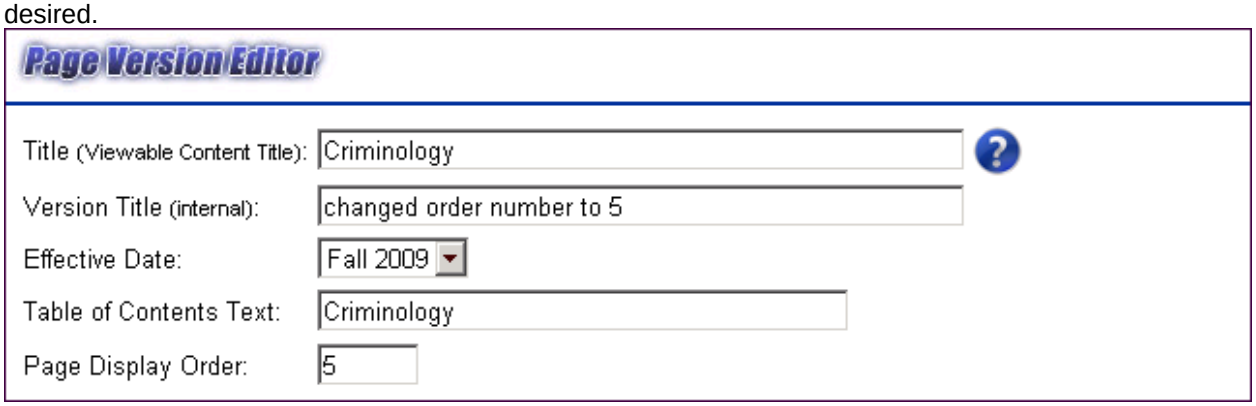


4. The **Page Version List** appears.

   Copy the last approved version of the page by clicking the **Copy Entry** button (usually the page that appears at the top of the list unless you have already worked ahead).

5. Click the **Edit Entry** button.

6. The **Page Version Editor** appears. Change the order number to the new order number. We are going to change the Page Display Order to 5 for this example. Enter a new Version Title (internal) if desired.


Page Version Editor
Title (Viewable Content Title): Criminology
Version Title (internal): changed order number to 5
Effective Date: Fall 2009
Table of Contents Text: Criminology
Page Display Order: 5

7. Click the **Save Changes** button. Click the **Pending Submission** button if you have no further changes to make to the page and you are ready to notify your Administrator that your submission is ready for review. If you are a Manager, follow the steps in the **Approving or Declining a Page (Managers only)** section.

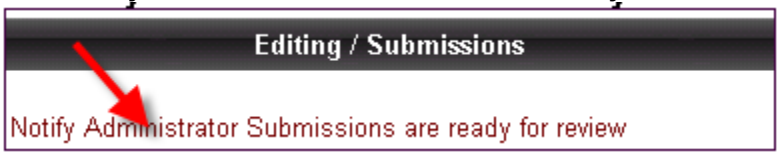
Page Version List
Group Home Page
Faculty of Law|Criminology
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version can be sho
ID TofC Title Version Title Effective Order Copy Diff
3847 Criminology changed order number to 5 Fall 2009 5
3838 Criminology First Version Inserted Fall 2007 1

8. Note the Pending Submission button changed to a green checkmark.

Page Version List
Group Home Page
Faculty of Law|Criminology
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version
ID TofC Title Version Title Effective Order Copy Diff
3847 Criminology changed order number to 5 Fall 2009 5
3838 Criminology First Version Inserted Fall 2007 1

9. Click the **Group Home Page** link.

10. Click **Notify Administrator Submissions are ready for review**.



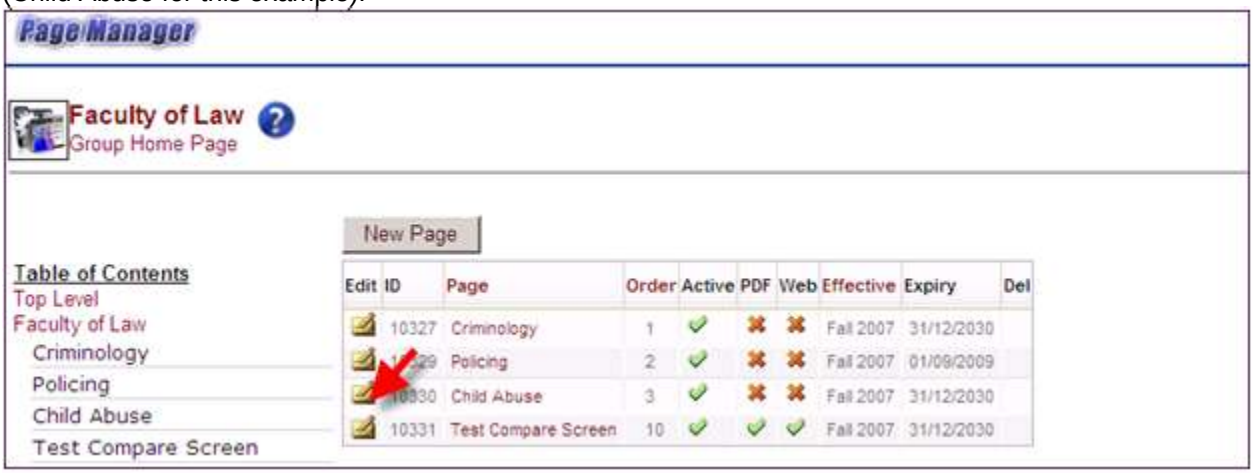
Expiring a page

NOTE: If you are an Editor, before you expire a page, **ask your Manager for approval**. Expired pages do not go through the approval process.

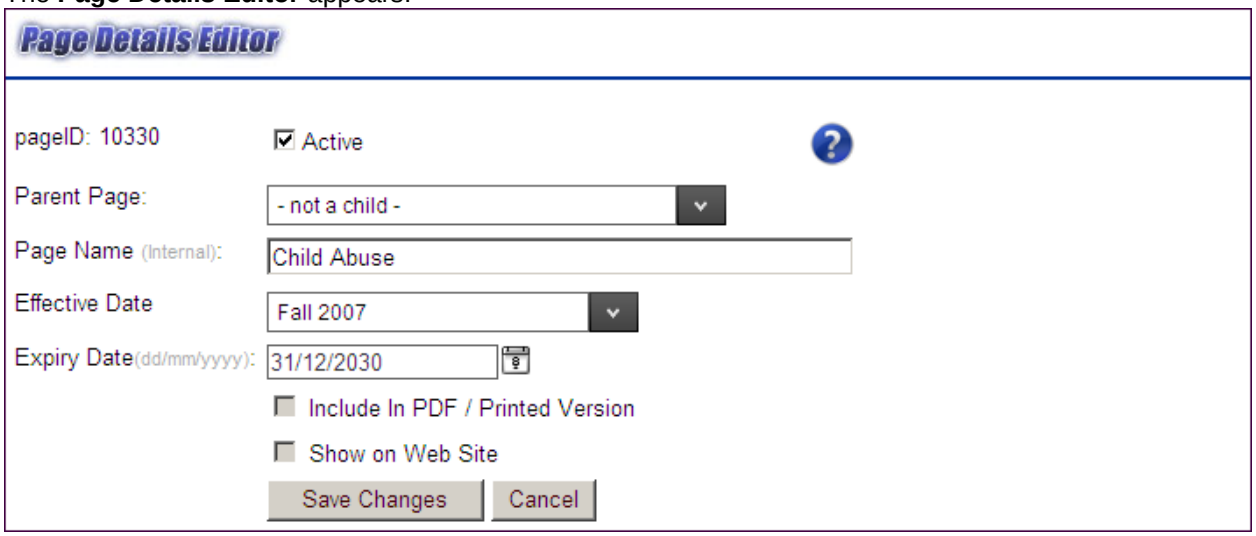
1. If the appropriate effective date is not showing at the top of the page

, select it and click the **Refresh** button.
2. From the **Group Editor HomePage**, select your group from the Group drop-down list.

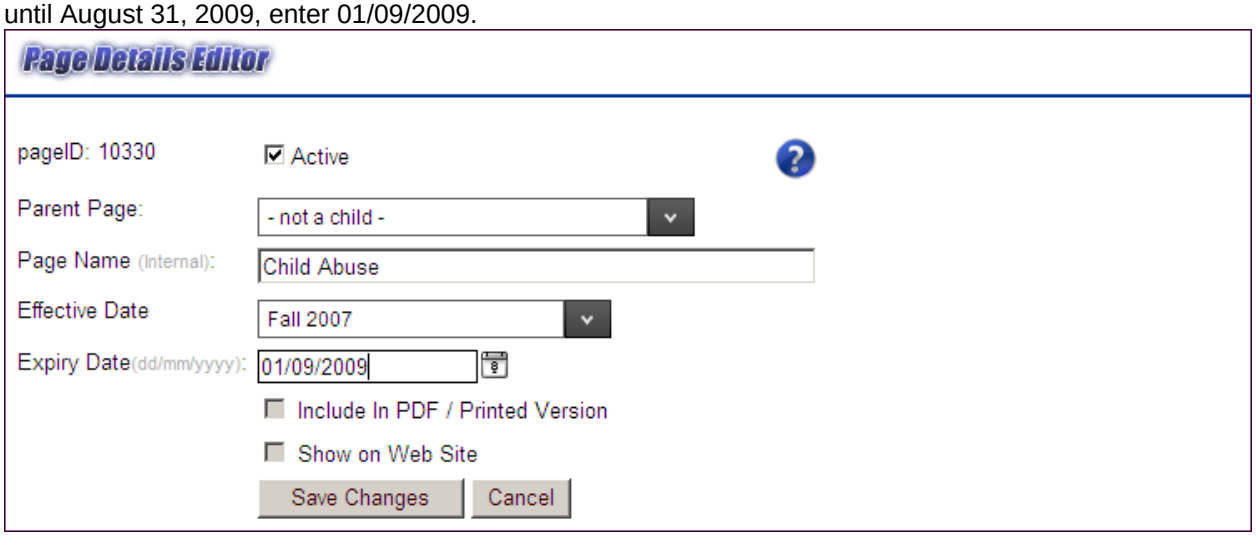
3. From the **Editor** drop-down list, select **Calendar Pages**.
4. The **Page Manager** appears. Click the **Edit Entry** button beside the page you want to expire (Child Abuse for this example).



5. The **Page Details Editor** appears.



6. Enter the appropriate expiry date using dd/mm/yyyy or select it using the calendar. If a page is active until August 31, 2009, enter 01/09/2009.



7. Click the **Save Changes** button.
8. The **Page Manager** appears. Note the expiry date appears under the Expiry column for this page.

Expiring, Renaming, or Changing the order number of a Group

NOTE: Only Administrators (Trevor Clews) can expire, rename, or change the order number of a group.

If you are an Editor

You must obtain approval from your Manager (Calendar Representative or designate) to rename a group. Once your Manager approves the change, s/he must contact an Administrator to make the change.

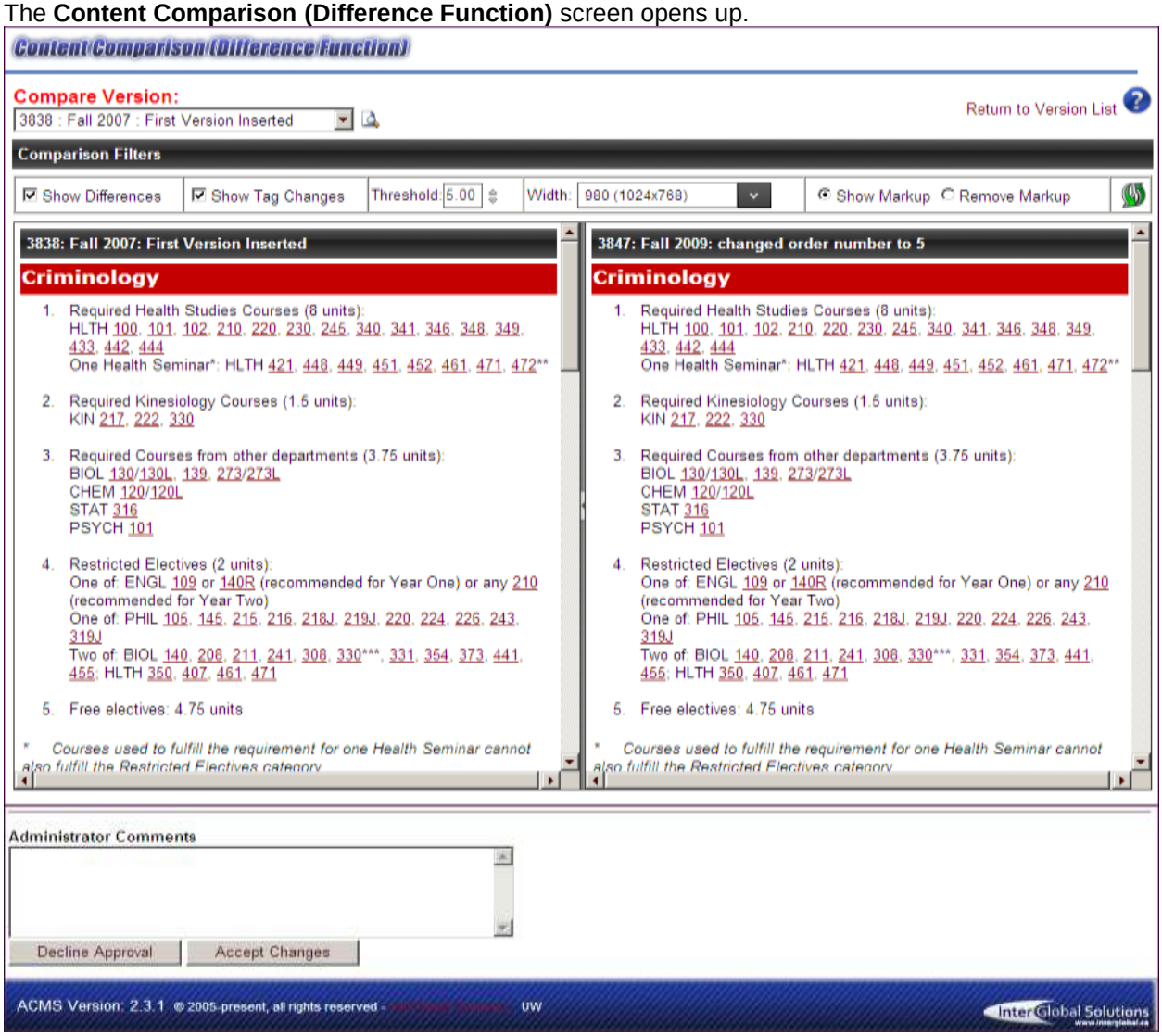
If you are a Manager

Contact an Administrator to make the change.

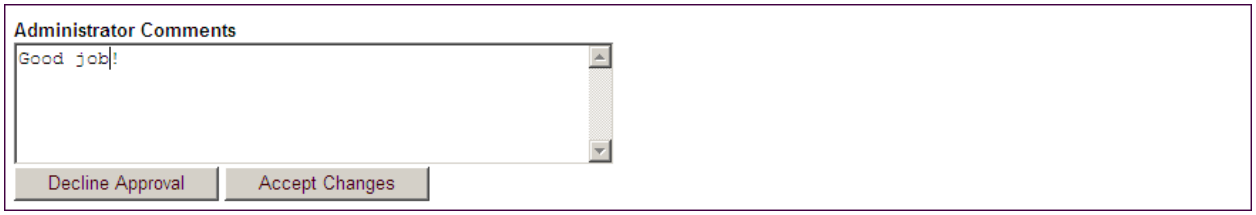
Approving or Declining a Page (Managers only)

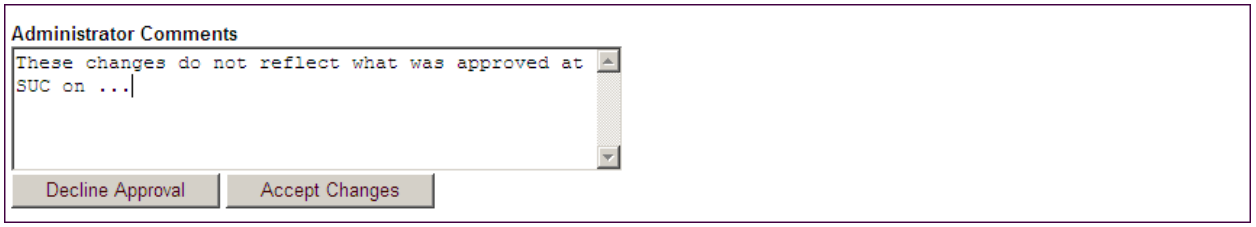
1. Click the **Pending Approval** button.

2. The **Content Comparison (Difference Function)** screen opens up.


Content Comparison (Difference Function)
Compare Version:
3838 : Fall 2007 : First Version Inserted
Return to Version List
Comparison Filters
Show Differences
Show Tag Changes
Threshold: 5.00
Width: 980 (1024x768)
Show Markup
Remove Markup
3838: Fall 2007: First Version Inserted
3847: Fall 2009: changed order number to 5
Criminology
1. Required Health Studies Courses (8 units):
HLTH 100, 101, 102, 210, 220, 230, 245, 340, 341, 346, 348, 349, 433, 442, 444
One Health Seminar*: HLTH 421, 448, 449, 451, 452, 461, 471, 472**
2. Required Kinesiology Courses (1.5 units):
KIN 217, 222, 330
3. Required Courses from other departments (3.75 units):
BIOL 130/130L, 139, 273/273L
CHEM 120/120L
STAT 316
PSYCH 101
4. Restricted Electives (2 units):
One of: ENGL 109 or 140R (recommended for Year One) or any 210 (recommended for Year Two)
One of: PHIL 105, 145, 215, 216, 218J, 219J, 220, 224, 226, 243, 319J
Two of: BIOL 140, 208, 211, 241, 308, 330***, 331, 354, 373, 441, 455; HLTH 350, 407, 461, 471
5. Free electives: 4.75 units
* Courses used to fulfill the requirement for one Health Seminar cannot also fulfill the Restricted Electives category
Administrator Comments
Decline Approval
Accept Changes
ACMS Version: 2.3.1 © 2005-present, all rights reserved
UW
InterGlobal Solutions

3. Add comments if desired.

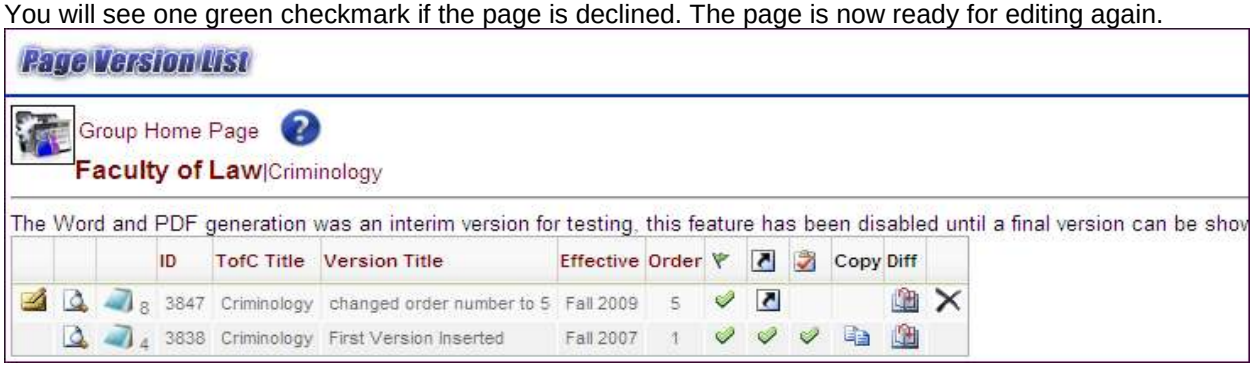




4. Click **Accept Changes** or **Decline Approval** as appropriate. Three green checkmarks will appear if the page is approved.

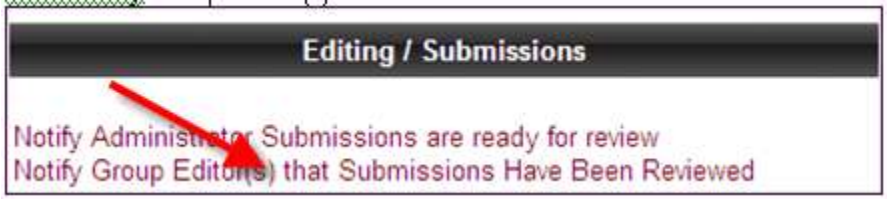
Page Version List
Group Home Page
Faculty of Law|Criminology
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version can be shown to avoid
ID
TofC Title
Version Title
Effective
Order
Copy
Diff
3847 Criminology changed order number to 5 Fall 2009 5
3838 Criminology First Version Inserted Fall 2007 1

You will see one green checkmark if the page is declined. The page is now ready for editing again.


Page Version List
Group Home Page
Faculty of Law|Criminology
The Word and PDF generation was an interim version for testing, this feature has been disabled until a final version can be shov
ID
TofC Title
Version Title
Effective
Order
Copy
Diff
3847 Criminology changed order number to 5 Fall 2009 5
3838 Criminology First Version Inserted Fall 2007 1

5. The **Page Version List** appears. Click **Group Home Page**.

6. Click **Notify Group Editor(s) that submissions have been reviewed**.


Editing / Submissions
Notify Administrator Submissions are ready for review
Notify Group Editor(s) that Submissions Have Been Reviewed

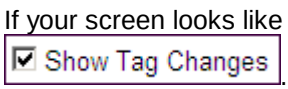
Content Comparison (Difference Function)

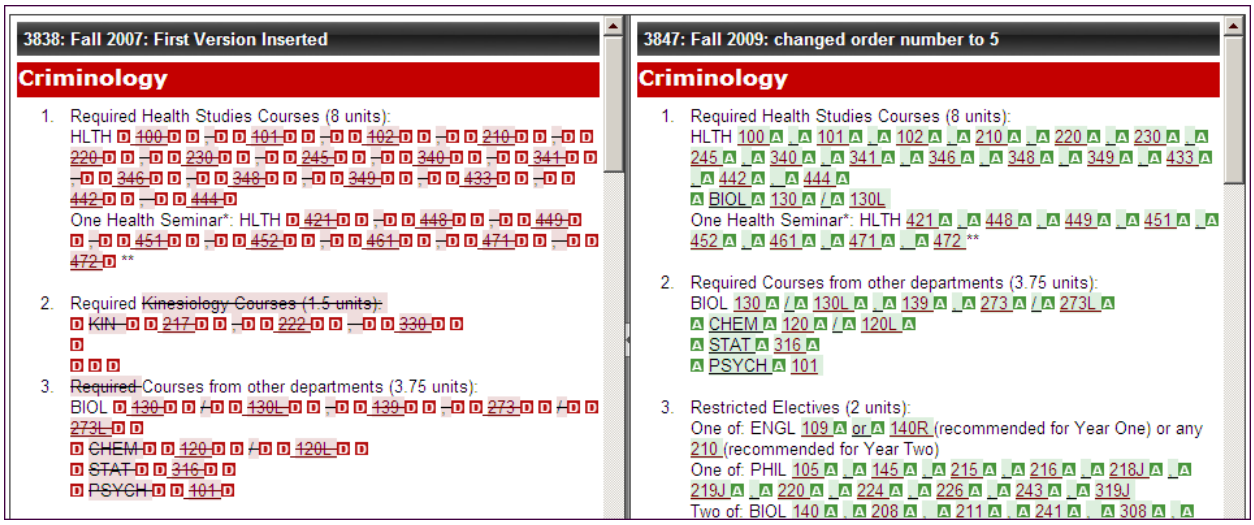
Clicking the **Diff** button or the **Pending Approval** button in the **Page Version List** takes you to the **Content Comparison (Difference Function) Screen** to compare what was in the file originally with what now appears after your changes. Information will appear highlighted as follows:

- Green = What has been added
- Yellow = What has been changed/revised
- Pink = What has been deleted. *(only appears on the left side of the screen)*

1. The changes made by an Editor or Manager will appear on the right side of the screen. Select the appropriate page to compare this screen from the Compare Version drop-down list.

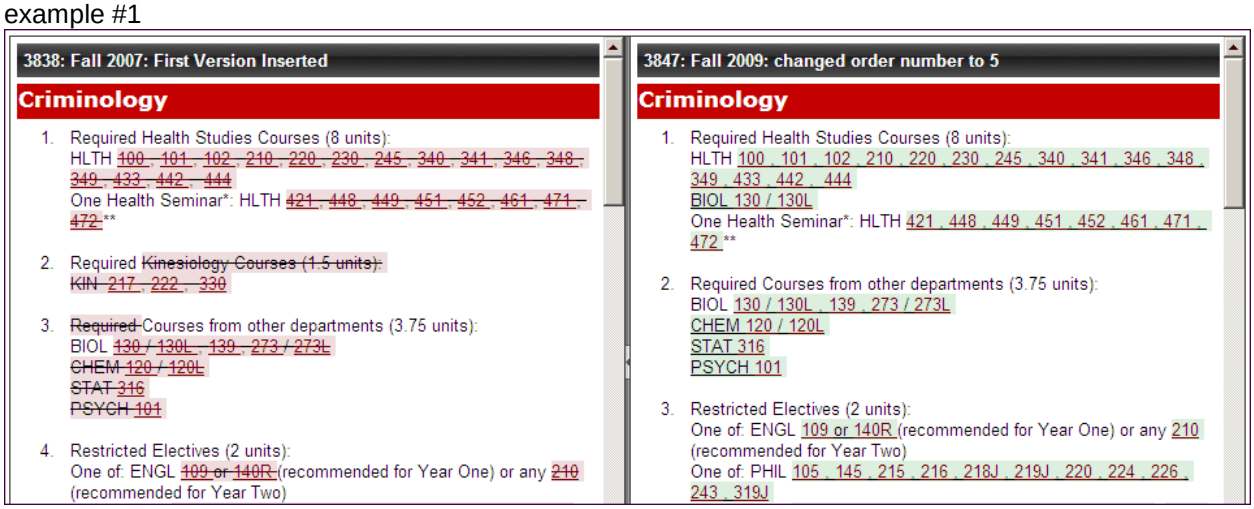
2. If your screen looks like the following screen, you may want to try deselecting Show Tag Changes



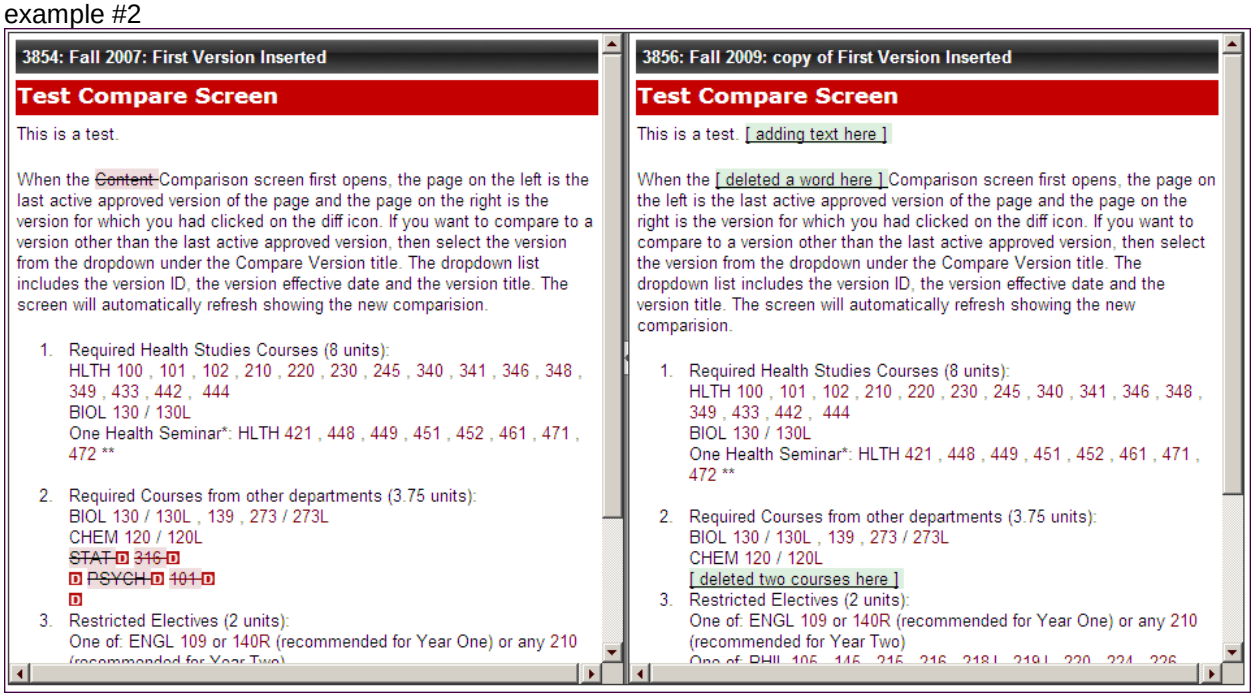

3838: Fall 2007: First Version Inserted
Criminology
1. Required Health Studies Courses (8 units):
One Health Seminar*: HLTH
2. Required Kinesiology Courses (1.5 units):
3. Required Courses from other departments (3.75 units):
BIOL
CHEM
STAT
PSYCH
3847: Fall 2009: changed order number to 5
Criminology
1. Required Health Studies Courses (8 units):
HLTH 100 A 101 A 102 A 210 A 220 A 230 A 245 A 340 A 341 A 346 A 348 A 349 A 433 A 442 A 444 A
A BIOL A 130 A / A 130L
One Health Seminar*: HLTH 421 A 448 A 449 A 451 A 452 A 461 A 471 A 472 **
2. Required Courses from other departments (3.75 units):
BIOL 130 A / A 130L A 139 A 273 A / A 273L A
A CHEM A 120 A / A 120L A
A STAT A 316 A
A PSYCH A 101
3. Restricted Electives (2 units):
One of: ENGL 109 A or A 140R (recommended for Year One) or any 210 (recommended for Year Two)
One of: PHIL 105 A 145 A 215 A 216 A 218J A 219J A 220 A 224 A 226 A 243 A 319J
Two of: BIOL 140 A 208 A 211 A 241 A 308 A

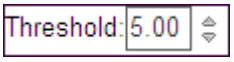
3. This will change your screen to look like the following screen, making it easier to compare the changes.

example #1


3838: Fall 2007: First Version Inserted
Criminology
1. Required Health Studies Courses (8 units):
HLTH 100 , 101 , 102 , 210 , 220 , 230 , 245 , 340 , 341 , 346 , 348 , 349 , 433 , 442 , 444
One Health Seminar*: HLTH 421 , 448 , 449 , 451 , 452 , 461 , 471 , 472 **
2. Required Kinesiology Courses (1.5 units):
KIN 217 , 222 , 330
3. Required Courses from other departments (3.75 units):
BIOL 130 / 130L , 139 , 273 / 273L
CHEM 120 / 120L
STAT 316
PSYCH 101
4. Restricted Electives (2 units):
One of: ENGL 109 or 140R (recommended for Year One) or any 210 (recommended for Year Two)
3847: Fall 2009: changed order number to 5
Criminology
1. Required Health Studies Courses (8 units):
HLTH 100 , 101 , 102 , 210 , 220 , 230 , 245 , 340 , 341 , 346 , 348 , 349 , 433 , 442 , 444
BIOL 130 / 130L
One Health Seminar*: HLTH 421 , 448 , 449 , 451 , 452 , 461 , 471 , 472 **
2. Required Courses from other departments (3.75 units):
BIOL 130 / 130L , 139 , 273 / 273L
CHEM 120 / 120L
STAT 316
PSYCH 101
3. Restricted Electives (2 units):
One of: ENGL 109 or 140R (recommended for Year One) or any 210 (recommended for Year Two)
One of: PHIL 105 , 145 , 215 , 216 , 218J , 219J , 220 , 224 , 226 , 243 , 319J

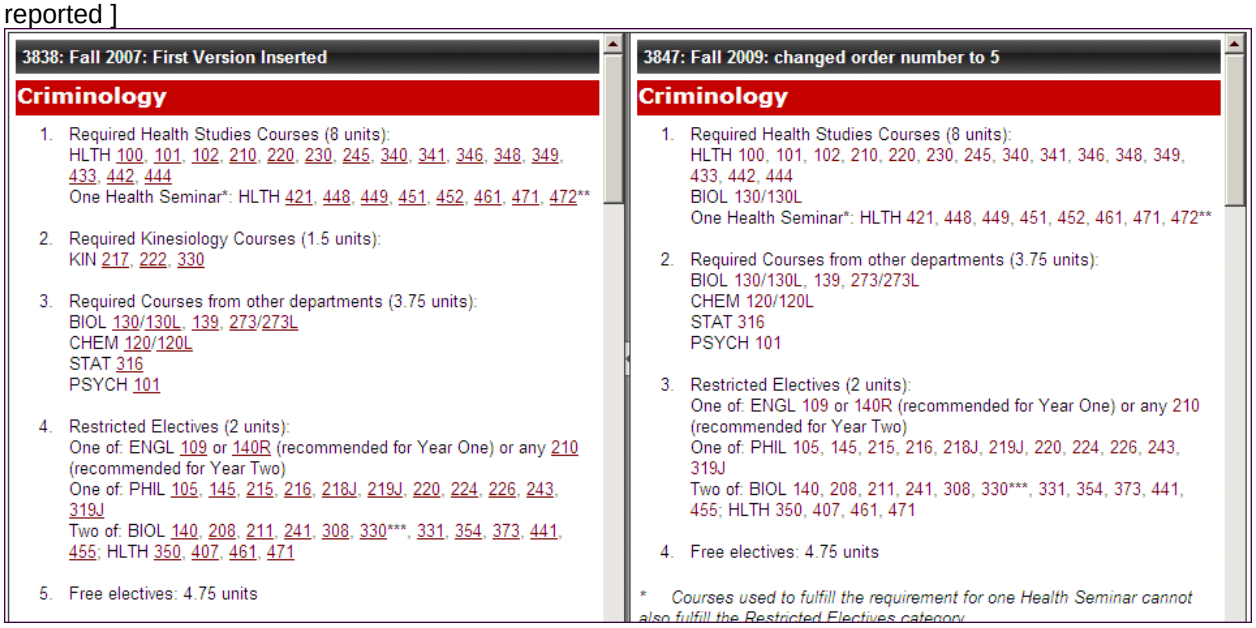
example #2


3854: Fall 2007: First Version Inserted
Test Compare Screen
This is a test.
When the Content Comparison screen first opens, the page on the left is the last active approved version of the page and the page on the right is the version for which you had clicked on the diff icon. If you want to compare to a version other than the last active approved version, then select the version from the dropdown under the Compare Version title. The dropdown list includes the version ID, the version effective date and the version title. The screen will automatically refresh showing the new comparision.
1. Required Health Studies Courses (8 units):
HLTH 100 , 101 , 102 , 210 , 220 , 230 , 245 , 340 , 341 , 346 , 348 , 349 , 433 , 442 , 444
BIOL 130 / 130L
One Health Seminar*: HLTH 421 , 448 , 449 , 451 , 452 , 461 , 471 , 472 **
2. Required Courses from other departments (3.75 units):
BIOL 130 / 130L , 139 , 273 / 273L
CHEM 120 / 120L
STAT D 316 D
D PSYCH D 101 D
D
3. Restricted Electives (2 units):
One of: ENGL 109 or 140R (recommended for Year One) or any 210
3856: Fall 2009: copy of First Version Inserted
Test Compare Screen
This is a test. [adding text here]
When the [deleted a word here] Comparison screen first opens, the page on the left is the last active approved version of the page and the page on the right is the version for which you had clicked on the diff icon. If you want to compare to a version other than the last active approved version, then select the version from the dropdown under the Compare Version title. The dropdown list includes the version ID, the version effective date and the version title. The screen will automatically refresh showing the new comparision.
1. Required Health Studies Courses (8 units):
HLTH 100 , 101 , 102 , 210 , 220 , 230 , 245 , 340 , 341 , 346 , 348 , 349 , 433 , 442 , 444
BIOL 130 / 130L
One Health Seminar*: HLTH 421 , 448 , 449 , 451 , 452 , 461 , 471 , 472 **
2. Required Courses from other departments (3.75 units):
BIOL 130 / 130L , 139 , 273 / 273L
CHEM 120 / 120L
[deleted two courses here]
3. Restricted Electives (2 units):
One of: ENGL 109 or 140R (recommended for Year One) or any 210 (recommended for Year Two)

4. If there are still too many words highlighted, try increasing the 

Threshold to 10 and then click the **Refresh** button and see if this makes a difference. You can play around with the settings explained in the next page.

   NOTE: Changes do not always highlight when they appear in numbered lists. [this problem has been reported]


3838: Fall 2007: First Version Inserted
Criminology
1. Required Health Studies Courses (8 units):
HLTH 100, 101, 102, 210, 220, 230, 245, 340, 341, 346, 348, 349, 433, 442, 444
One Health Seminar*: HLTH 421, 448, 449, 451, 452, 461, 471, 472**
2. Required Kinesiology Courses (1.5 units):
KIN 217, 222, 330
3. Required Courses from other departments (3.75 units):
BIOL 130/130L, 139, 273/273L
CHEM 120/120L
STAT 316
PSYCH 101
4. Restricted Electives (2 units):
One of: ENGL 109 or 140R (recommended for Year One) or any 210 (recommended for Year Two)
One of: PHIL 105, 145, 215, 216, 218J, 219J, 220, 224, 226, 243, 319J
Two of: BIOL 140, 208, 211, 241, 308, 330***, 331, 354, 373, 441, 455; HLTH 350, 407, 461, 471
5. Free electives: 4.75 units
3847: Fall 2009: changed order number to 5
Criminology
1. Required Health Studies Courses (8 units):
HLTH 100, 101, 102, 210, 220, 230, 245, 340, 341, 346, 348, 349, 433, 442, 444
BIOL 130/130L
One Health Seminar*: HLTH 421, 448, 449, 451, 452, 461, 471, 472**
2. Required Courses from other departments (3.75 units):
BIOL 130/130L, 139, 273/273L
CHEM 120/120L
STAT 316
PSYCH 101
3. Restricted Electives (2 units):
One of: ENGL 109 or 140R (recommended for Year One) or any 210 (recommended for Year Two)
One of: PHIL 105, 145, 215, 216, 218J, 219J, 220, 224, 226, 243, 319J
Two of: BIOL 140, 208, 211, 241, 308, 330***, 331, 354, 373, 441, 455; HLTH 350, 407, 461, 471
4. Free electives: 4.75 units
* Courses used to fulfill the requirement for one Health Seminar cannot also fulfill the Restricted Electives category

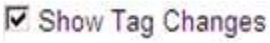
5. To exit this screen:

   If you are an Editor, click the **Back to Page Version Manager** link.

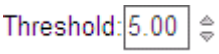
   If you are a Manager, this is where you either Decline or Accept Changes. Follow the steps in the **Approving or Declining a Page (Managers only)** section.

Understanding how the Content Comparison (Difference Function) Screen works:

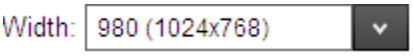
When this box is checked (default action), the differences between the two page versions will be highlighted. If unchecked, both versions will display but no differences will be highlighted



If checked, the compare will show the differences between any underlying html tags in the two page versions such as headings, ordered lists, links, etc. To view the pages without seeing the tag changes, uncheck the Show Tag Changes box.



The threshold determines how many consecutive underlying html objects are being compared to check for differences. If you see things highlighted that don't appear to be changed, you can increase or decrease the threshold by clicking on the up and down arrows to the right of it. For best results, set the value lower for normal text and higher for tables. After changing the threshold, you will need to click the **Refresh** button.



This allows you to adjust the size of the compare screen. Select a value from the dropdown and the screen will automatically resize.

If you have marked text for addition or deletion, the marked up text will display if the Show Markup button is checked. For example, text marked for addition will show with a strikethrough and surrounded by small green boxes e.g., ~~beginning in the Fall of Year 3~~ . If you don't wish to see the marked text, click on the Remove Markup button and click the **Refresh** button.

If you changed several settings inside the Content Comparison (Difference Function) screen, then clicking the browser back button will only take you back to the previous view. To go directly back to the **Page Version List** screen, click on the **Return to Version List** link.

Compare Version

When the Content Comparison screen first opens the page on the left is the last active approved version of the page and the page on the right is the version for which you had clicked on the diff icon. If you want to compare to a version other than the last active approved version, then select the version from the dropdown under the Compare Version title. The dropdown list includes the version ID, the version effective date and the version title. The screen will automatically refresh showing the new comparison.

Refresh the screens.

Using Group Preview to print or review your chapter

1. If the appropriate effective date is not showing at the top of the page

, select it and click the **Refresh** button.
2. Select the main group from the group drop-down list. If you want to print the complete chapter, select it, e.g., 12.0 Social Work (parent none) from the drop-down list.

Group Editor Homepage
PER:Social Work (Parent: Univers
News
View Archive
Set As Default
12.0 Social Work (Parent: None)
14.0 Faculty of Testing (Parent: None)
About Social Work (Parent: 12.0 Social Work)
Carmen's Test Group (Parent: 14.0 Faculty of Testing)
Courses - Social Work (Parent: 12.0 Social Work)
Departmental Academic Plans (Testing) (Parent: 14.0 Faculty of Testing)
Joan's Test Group (Parent: 14.0 Faculty of Testing)
PER:Cams Faculty Setup (Parent: 14.0 Faculty of Testing)
PER:Cams test Engineering & Architecture Faculty (Parent: 14.0 Faculty of Testing)
PER:Social Work (Parent: University Faculty - Social Work)
University Faculty - Social Work (Parent: 12.0 Social Work)
Nodes Iterated: 1
Nodes Shown: 1
Lists / Options
Faculty/Admin Officers
Position Titles
Associations
Footnotes
Find in Pages
Generate PDF for this group
Generate Word Doc for this group

3. Click **Group Preview**.

4. This opens up the following screen. Click **Expand All Subgroups** (only if you see a list such as the one in the example below) and select **Show Approved Or Submitted Pages** or **Show Only Approved Pages**.

   TIP: If you have thoroughly checked your pages and links last year and you do not have any changes to make to those pages for the upcoming calendar, there really is no need to check these pages again. You can save yourself and your department time by only selecting **Show Only Approved Pages**.

Table of Contents
Expand All Subgroups
Show Only Approved Pages
Show Approved Or Submitted Pages
*Note: this is a read-only preview of the content. Changes here will not be saved.
Top Level
Social Work
About Social Work
Courses - Social Work
University Faculty - Social Work

5. The group and Child Groups appear.

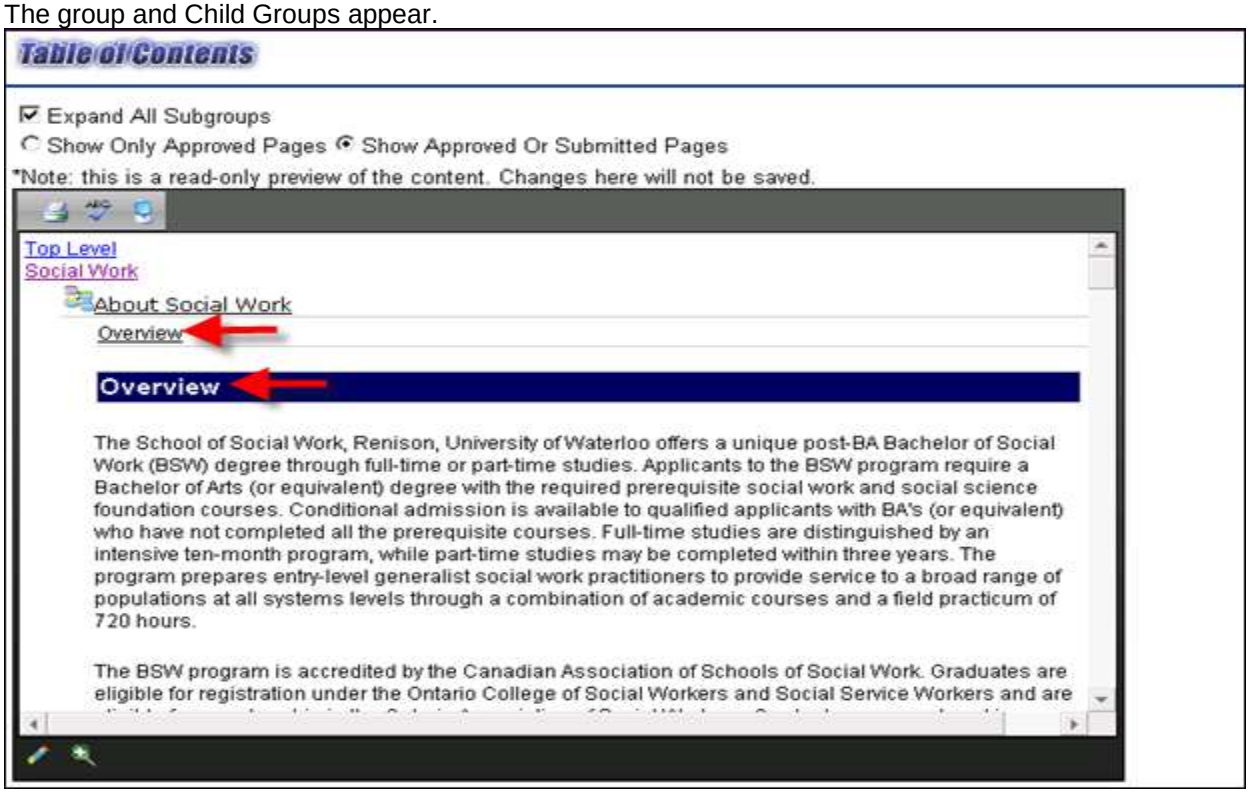
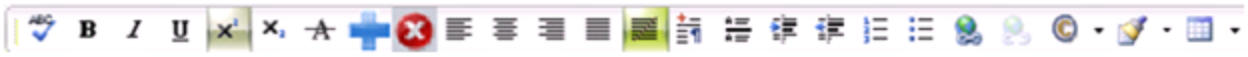


Table of Contents
Expand All Subgroups
Show Only Approved Pages
Show Approved Or Submitted Pages
*Note: this is a read-only preview of the content. Changes here will not be saved.
Top Level
Social Work
About Social Work
Overview
Overview
The School of Social Work, Renison, University of Waterloo offers a unique post-BA Bachelor of Social Work (BSW) degree through full-time or part-time studies. Applicants to the BSW program require a Bachelor of Arts (or equivalent) degree with the required prerequisite social work and social science foundation courses. Conditional admission is available to qualified applicants with BA's (or equivalent) who have not completed all the prerequisite courses. Full-time studies are distinguished by an intensive ten-month program, while part-time studies may be completed within three years. The program prepares entry-level generalist social work practitioners to provide service to a broad range of populations at all systems levels through a combination of academic courses and a field practicum of 720 hours.
The BSW program is accredited by the Canadian Association of Schools of Social Work. Graduates are eligible for registration under the Ontario College of Social Workers and Social Service Workers and are

NOTE: You cannot check links in the Group Preview. Use the **Preview Entry** screen to check your links. However, if you notice a **heavy** line under a link(s), ask an Administrator to fix your page(s). You may have applied underscoring.

You have several options:
a) Click the printer icon to print the chapter or group.
b) Click the spell checker (AJAX Spellchecker) to check your spelling. **HIGHLY RECOMMENDED!**
c) Click the Toggle Full Screen Mode to view online (F11 to return to normal mode).

Editor Toolbars



	Spellchecker		Remove Alignment
B	Bold		New Paragraph
I	Italic		Horizontal Rule
U	Underline		Indent
x^2	Superscript		Outdent
x_2	Subscript		Numbered List
~~A~~	Strikethrough		Bullet List
	Mark for Addition		Hyperlink
	Mark for Remove		Remove Hyperlink
	Align Left		Insert Symbol
	Align Centre		Format Stripper
	Align Right		Insert Table
	Justify		Image Manager

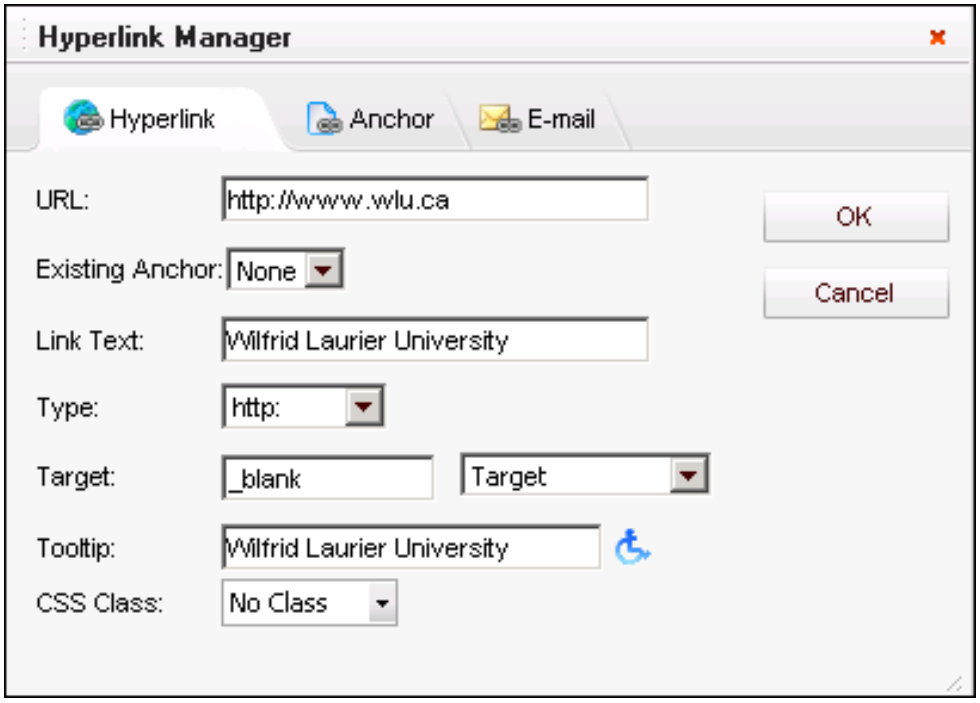
Apply CSS Class	Apply CSS Class		Paste from Word cleaning Fonts and Sizes
	Print		Paste Plain Text
	Find and Replace		Undo
	Cut		Redo
	Copy	Custom Links	Custom Links
	Paste		Help
	Paste from Word		

	Design Manager		Module Manager
	Preview Print		Dock all Floating Toolbars/Modules
	Toggle Full Screen Mode		Repeat Last Command
	Find and Replace	Words: 48 Characters: 267	Word Count
Zoom	Zoom		

Links

External to UW Links

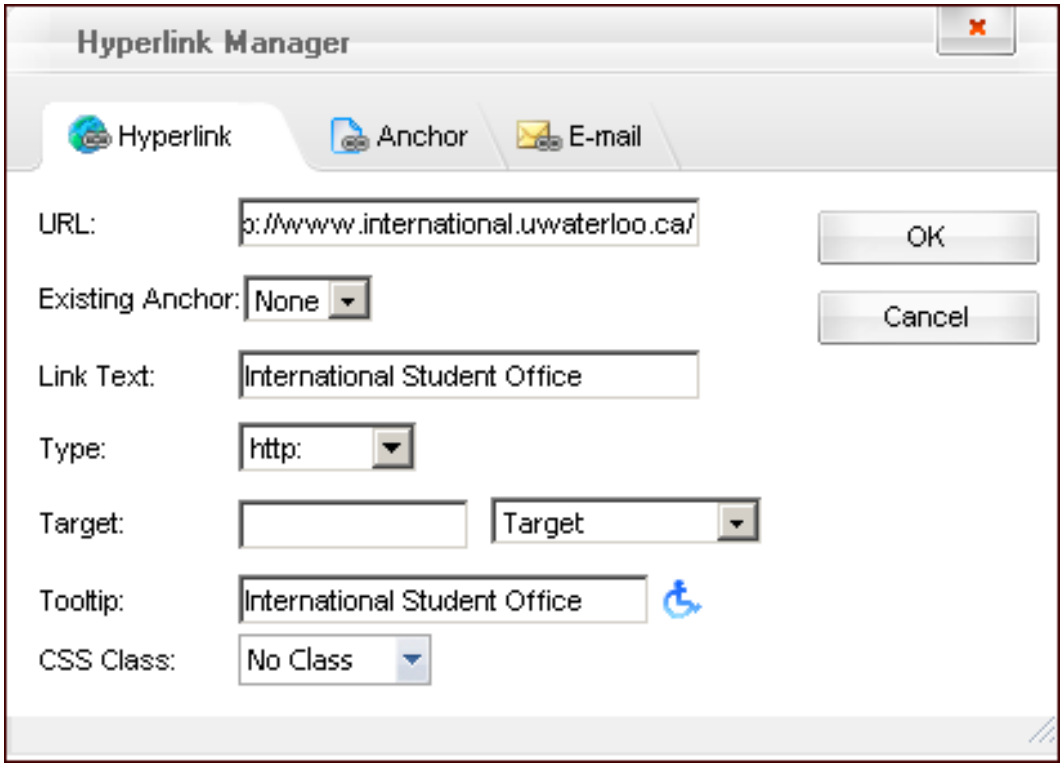
1. Select the text which you want to set as a hyperlink (populates **Link Text** in the Hyperlink Manager).
2. Open the **Hyperlink Manager** .
3. Copy URL from webpage and paste in into the URL: box, replacing the existing http:// or enter the complete link in the **Link Text**.
4. Required: Enter a description of the text in the **Tooltip** box.
5. Required: Select next window from the **Target** drop-down list (populates _blank in target so that the browser will open up a new window).
6. Click the **OK** button.



7. Click the **Save Changes** button.
8. It is important that you test your links. Click the **Preview Entry** button and click each link to ensure that they are working and are correct.

Internal UW Links (external to the Graduate Calendar)

1. Select the text which you want to set as a hyperlink (populates **Link Text** in the Hyperlink Manager).
2. Open the **Hyperlink Manager** .
3. Copy URL from webpage and paste in into the URL: box, replacing the existing http:// or enter the complete link in the **Link Text**.
4. Optional: Enter a description of the text in the **Tooltip** box.
5. Click the **OK** button.

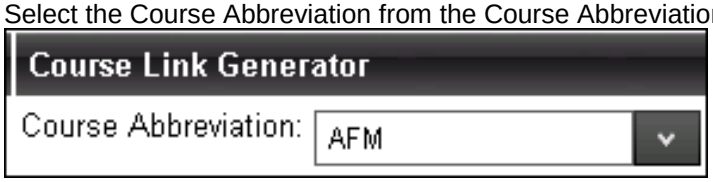


6. Click the **Save Changes** button.
7. It is important that you test your links. Click the **Preview Entry** button and click each link to ensure that they are working and are correct.

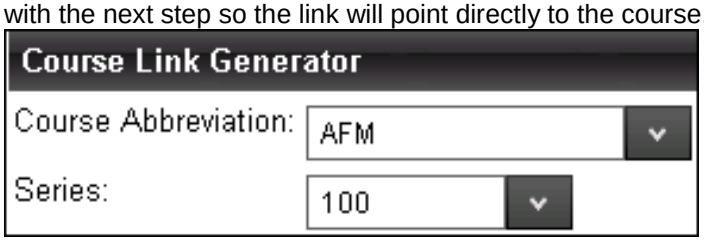
Course Links

IMPORTANT: Always use the Course Link Generator to generate links.

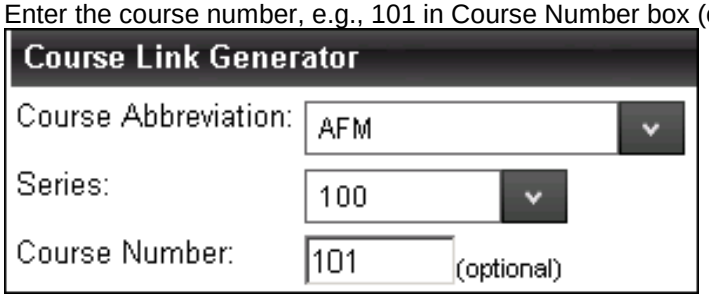
1. Select the Course Abbreviation from the Course Abbreviation drop-down list.



2. Select the Series from the Series drop-down list. **NOTE:** If you want the link to point to the top of the 100 series, select 100. If you want the link to point to the top of the 300 series, select 300, etc. You may end the selection by clicking Generate Link; however, we strongly recommend that you continue with the next step so the link will point directly to the course.

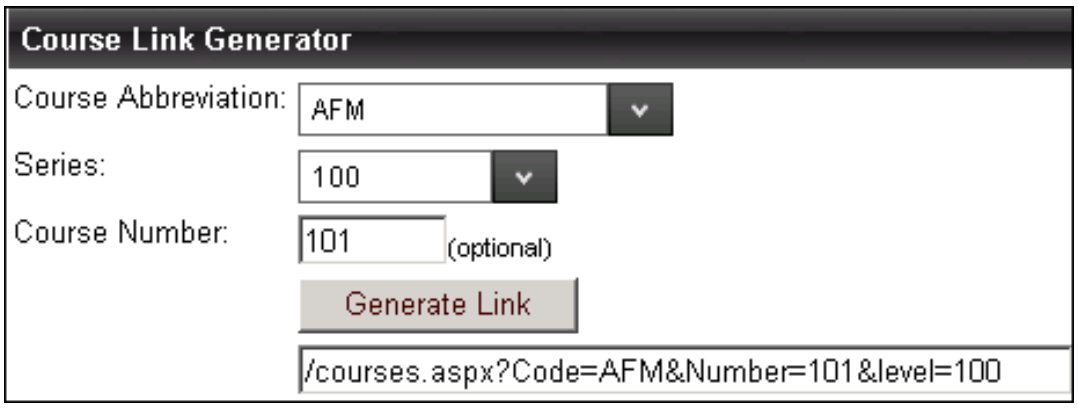


3. Enter the course number, e.g., 101 in Course Number box (optional).



4. Click the

button.



5. Copy the generated link.

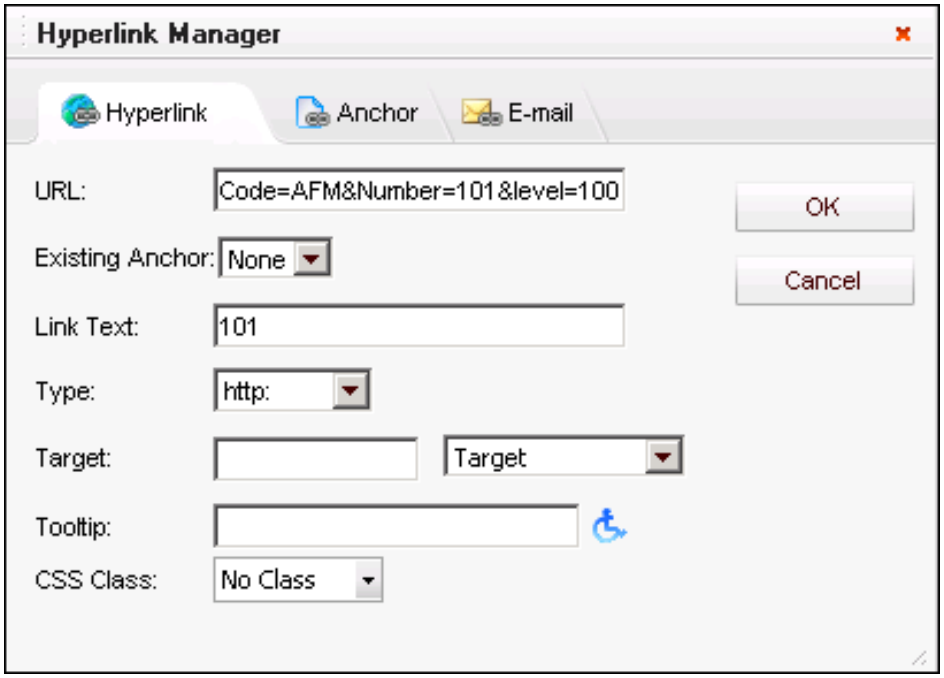
6. Select the text which you want to set as a hyperlink (populates Link text: in the Hyperlink Manager).
7. Open the **Hyperlink Manager**.

8. Paste the link into the **URL** box in the **Hyperlink Manager** (replace http:// with the link; http:// should not be part of the link).

   Generate a course link for a course that is not in the database:

   Use the Course Link Generator to generate the course link and copy into the Hyperlink Manager. At the moment, the link will point to the top of the 100 series until the course has been added into the system by Audrey Sloboda.

   Generate a course link for a course that has a letter following the course number:
   This problem has been resolved in ACMS and you should now be able to generate a proper link (includes the letter following the course number) using the Course Link Generator.



9. Click the **OK** button.

10. Click the **Save Changes** button.

11. It is important that you test your links. Click the **Preview Entry** button and click each link to ensure that they are working and are correct. In addition, when you roll your cursor over the links, note the URL at the bottom of the browser.

    A correct link would look like:
    http://ugradcalendar.uwaterloo.ca/courses.aspx?Level=100&Code=EARTH&Number=361.

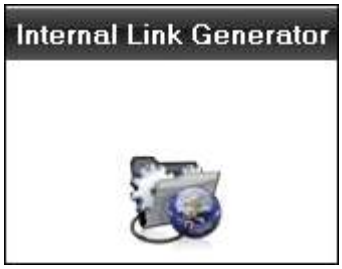
    An incorrect link would look like:
    http://www.ucalendar.ca/0708/COURSE/course-PHYS.html#PHYS 200S.

    Caution: Do not copy a link and paste in into the Hyperlink Manager and use this same link for other courses thinking you can change the course number, etc. Doing so may put in extra code that will result in an incorrect link. This process was common in HTML that resulted in errors if you weren't careful.

Internal to Graduate Calendar Links

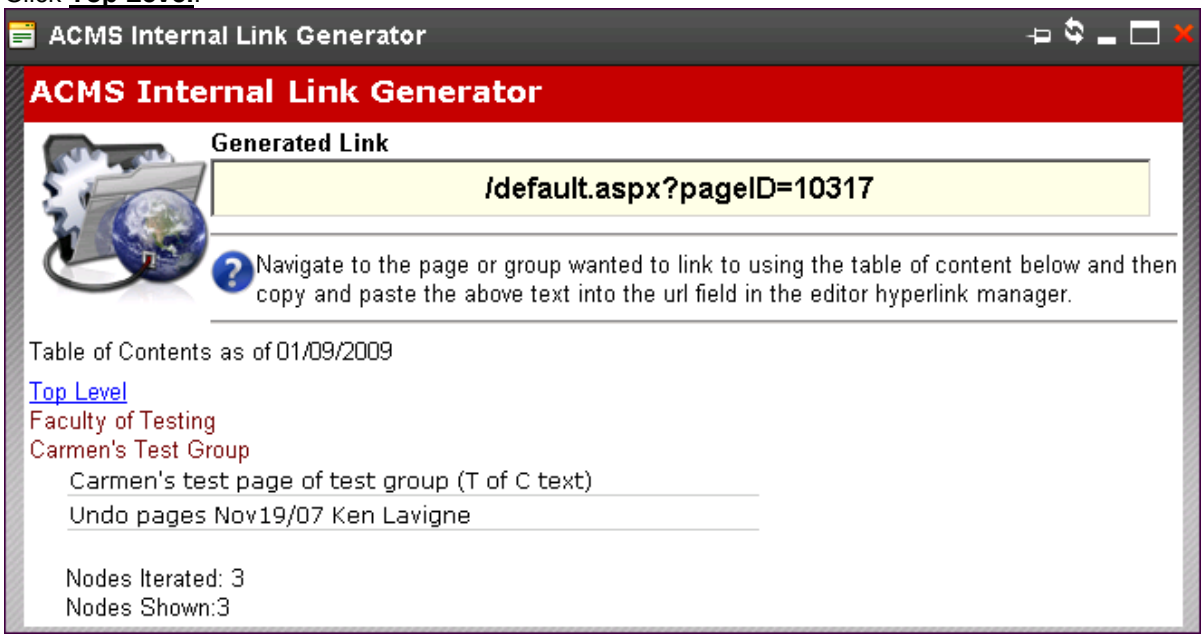
IMPORTANT: Always use the Internal Link Generator to generate the links.

1. Click the **Internal Link Generator**.

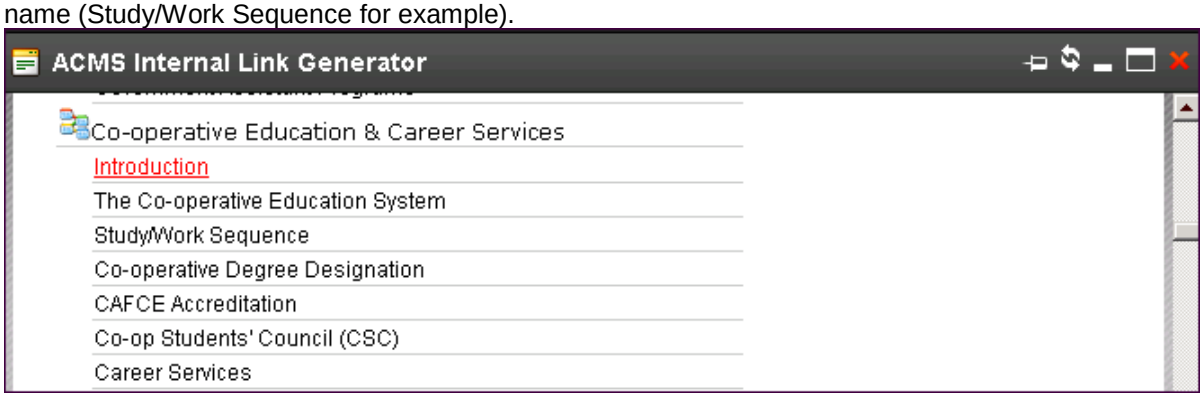


NOTE: We will use the Work/Study Sequence page found at 5.0 Co-operative Education & Career Services as our example.

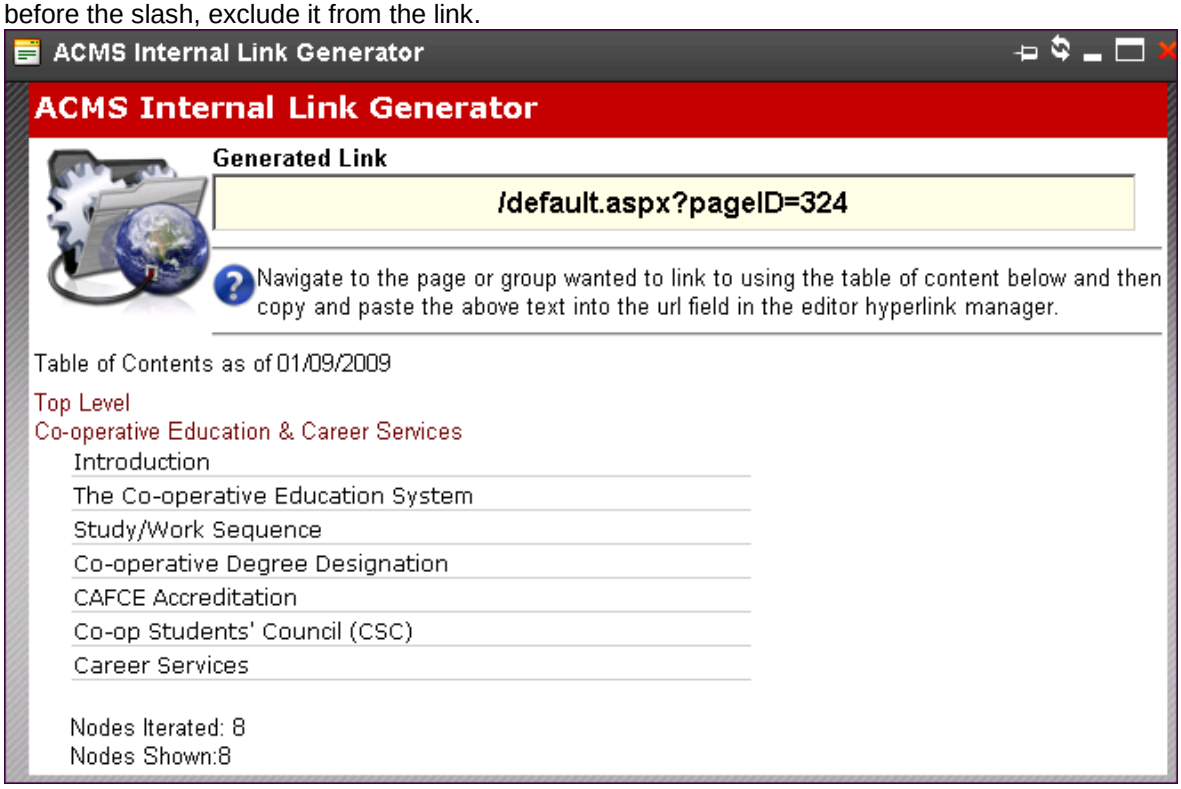
2. Click **Top Level**.


ACMS Internal Link Generator
ACMS Internal Link Generator
Generated Link
/default.aspx?pageID=10317
Navigate to the page or group wanted to link to using the table of content below and then copy and paste the above text into the url field in the editor hyperlink manager.
Table of Contents as of 01/09/2009
Top Level
Faculty of Testing
Carmen's Test Group
Carmen's test page of test group (T of C text)
Undo pages Nov19/07 Ken Lavigne
Nodes Iterated: 3
Nodes Shown:3

3. Find the page that you want to link to by navigation through the table of contents then click the page name (Study/Work Sequence for example).



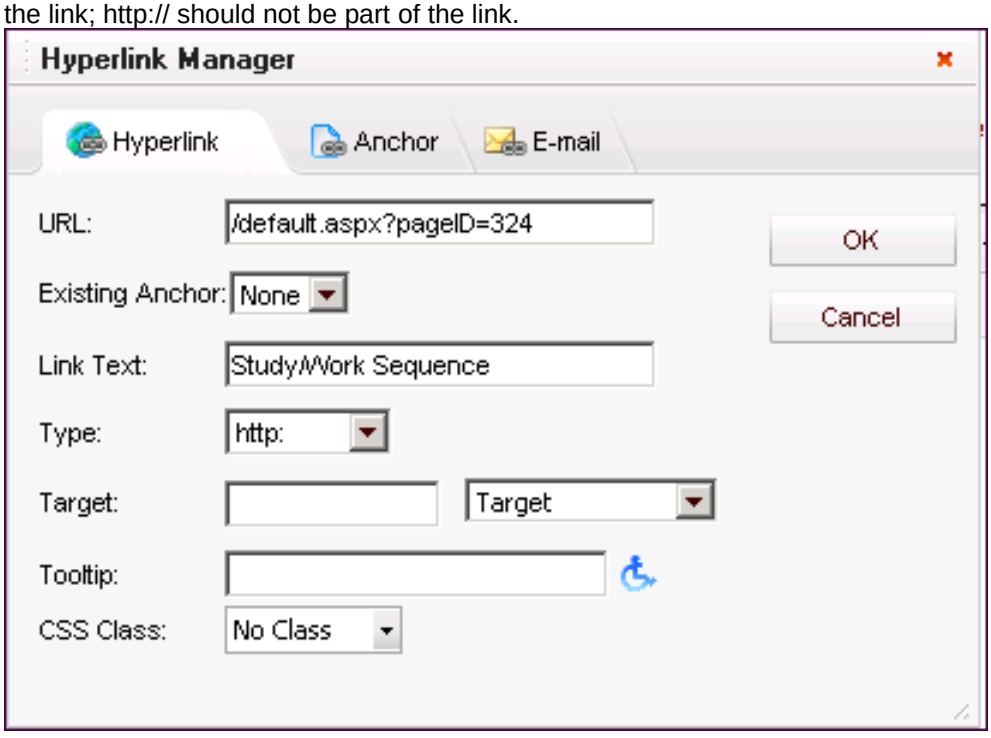
4. Now copy (control + C) the link that appears in the Generated Link box. **NOTE:** If a tilde (~) appears before the slash, exclude it from the link.


ACMS Internal Link Generator
ACMS Internal Link Generator
Generated Link
/default.aspx?pageID=324
Navigate to the page or group wanted to link to using the table of content below and then copy and paste the above text into the url field in the editor hyperlink manager.
Table of Contents as of 01/09/2009
Top Level
Co-operative Education & Career Services
Introduction
The Co-operative Education System
Study/Work Sequence
Co-operative Degree Designation
CAFCE Accreditation
Co-op Students' Council (CSC)
Career Services
Nodes Iterated: 8
Nodes Shown:8

5. Select the text which you want to set as a hyperlink (populates **Link text** in the Hyperlink Manager).

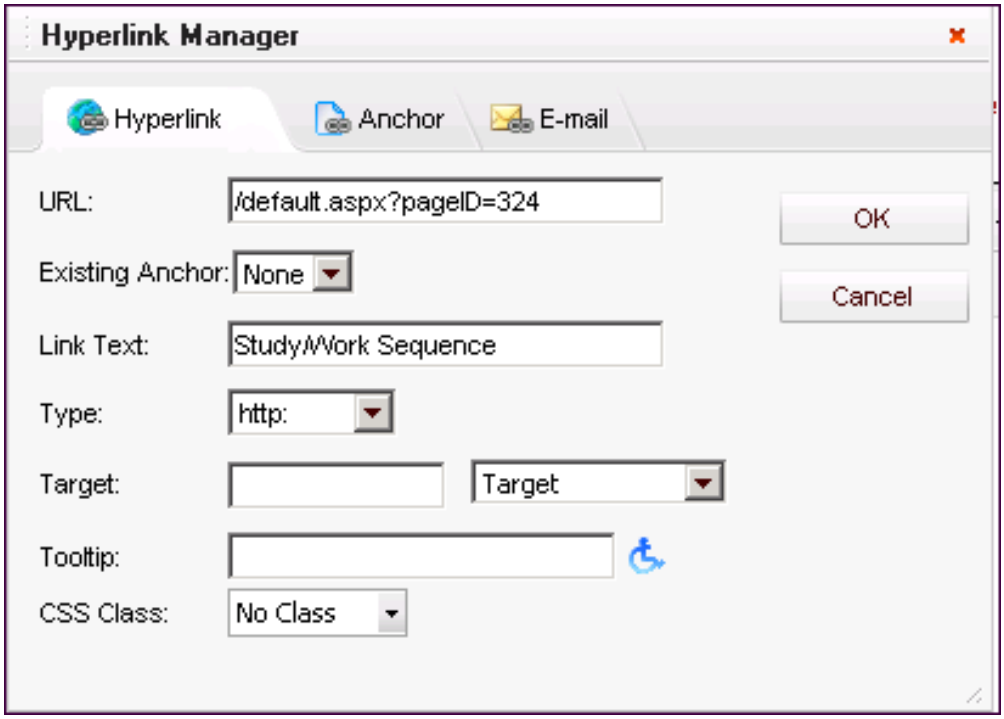
6. Open the **Hyperlink Manager**.

7. Paste the link (control + V) into the **URL** box in the **Hyperlink Manager**. **NOTE:** Replace http:// with the link; http:// should not be part of the link.



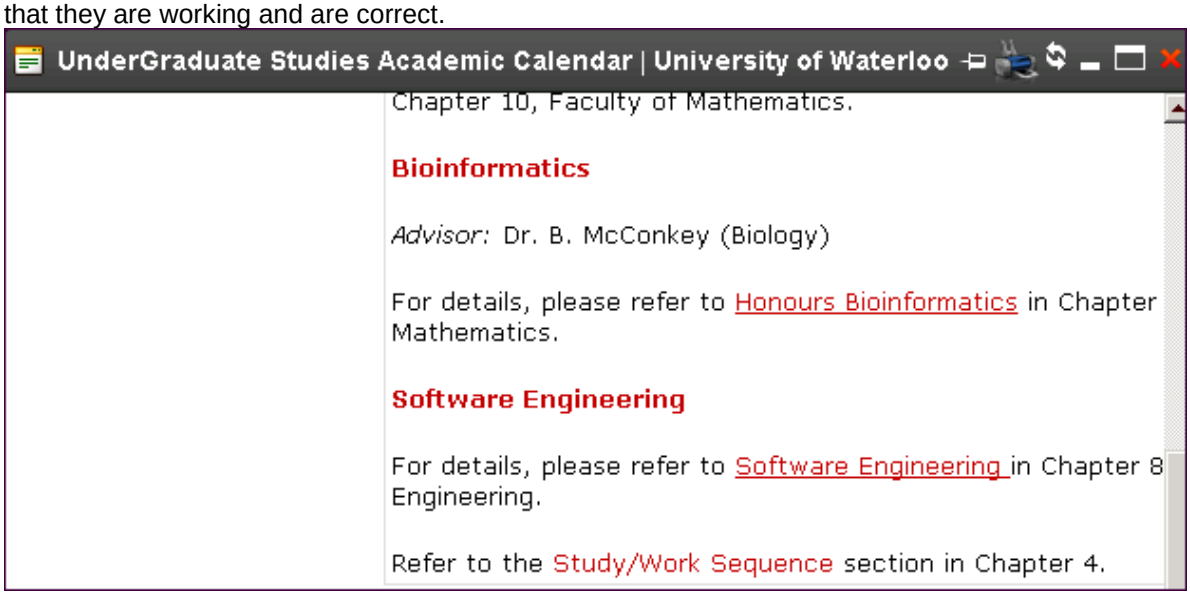
8. Optional: Enter a description of the text in the **Tooltip** box.

9. Click the **OK** button.

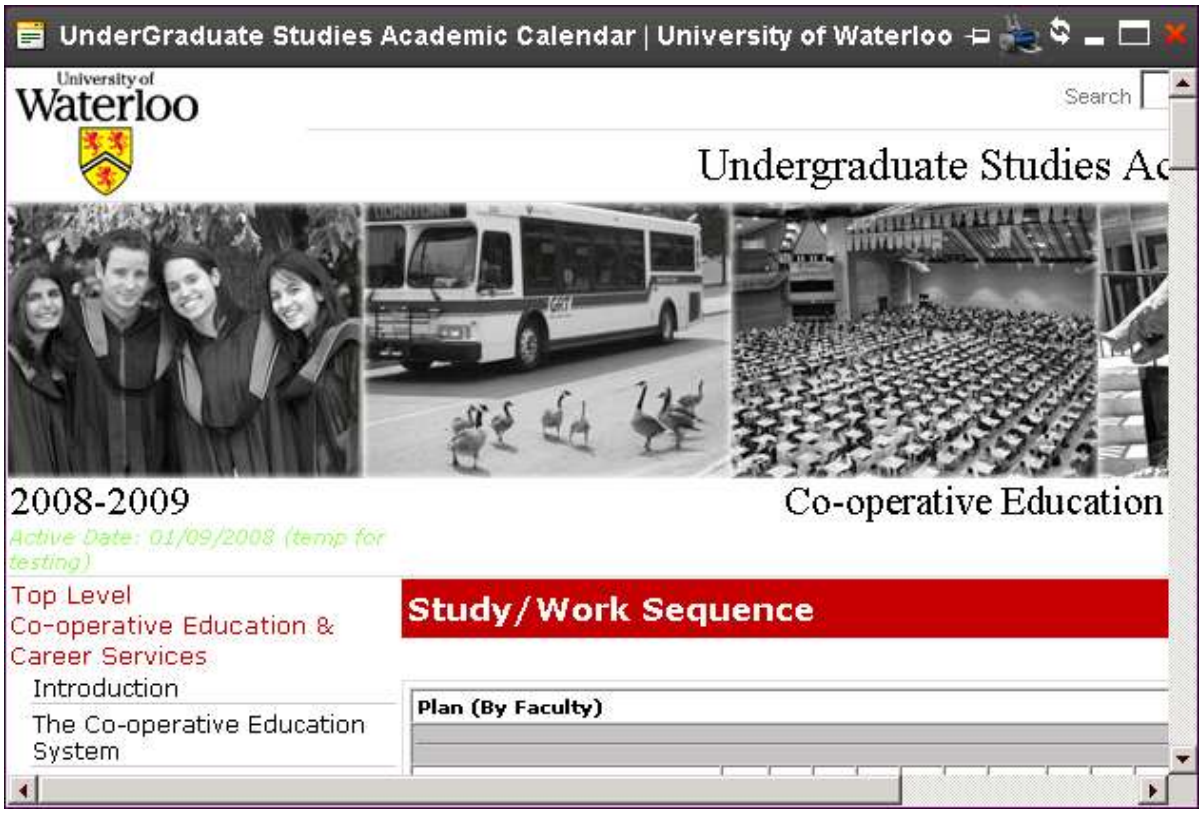


10. Click the **Save Changes** button.

11. It is important that you test your links. Click the **Preview Entry** button and click each link to ensure that they are working and are correct.

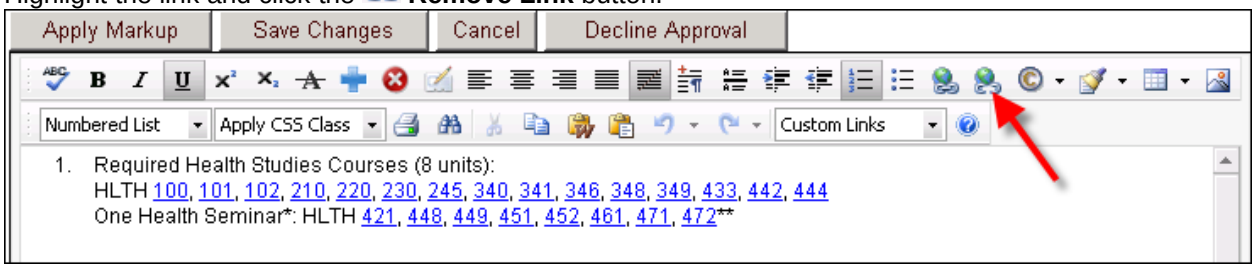

UnderGraduate Studies Academic Calendar | University of Waterloo
Chapter 10, Faculty of Mathematics.
Bioinformatics
Advisor: Dr. B. McConkey (Biology)
For details, please refer to Honours Bioinformatics in Chapter
Mathematics.
Software Engineering
For details, please refer to Software Engineering in Chapter 8
Engineering.
Refer to the Study/Work Sequence section in Chapter 4.

Example Preview Entry Screen



Removing a Link:

1. Highlight the link and click the **Remove Link** button.


Apply Markup
Save Changes
Cancel
Decline Approval
Numbered List
Apply CSS Class
Custom Links
1. Required Health Studies Courses (8 units):
HLTH 100, 101, 102, 210, 220, 230, 245, 340, 341, 346, 348, 349, 433, 442, 444
One Health Seminar*: HLTH 421, 448, 449, 451, 452, 461, 471, 472**

NOTE: If you need to remove the link and the description, highlight the link and click the Delete button to remove the link and text.

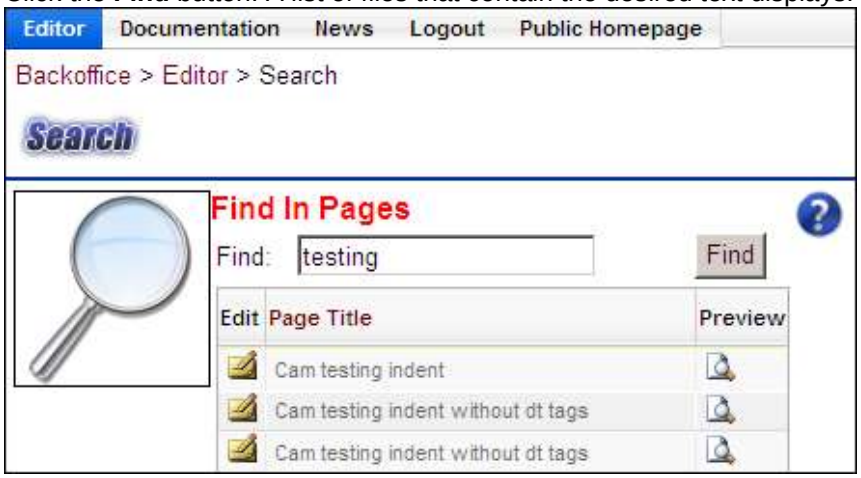
Find in Pages

If you want to find text in a file you have permission to edit, follow these steps.

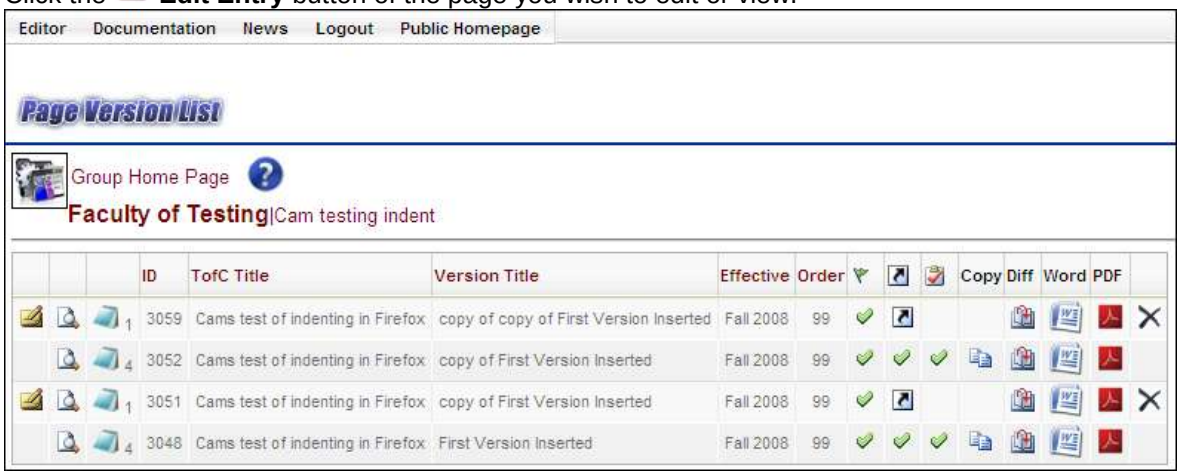
1. Click **Editor** or **Manager** and select **Search** from the drop-down list.

2. Type the text that you wish to find in the Find: box.

3. Click the **Find** button. A list of files that contain the desired text displays.



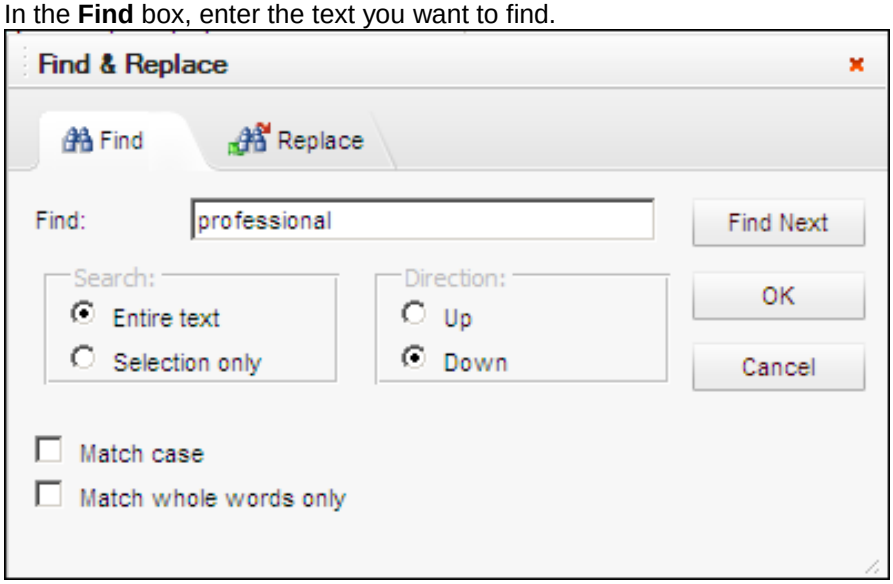
4. Click the **Edit Entry** button of the page you wish to edit or view.


Editor
Documentation
News
Logout
Public Homepage
Page Version List
Group Home Page
Faculty of Testing|Cam testing indent
ID
TofC Title
Version Title
Effective
Order
Copy
Diff
Word
PDF
3059 Cams test of indenting in Firefox copy of copy of First Version Inserted Fall 2008 99
3052 Cams test of indenting in Firefox copy of First Version Inserted Fall 2008 99
3051 Cams test of indenting in Firefox copy of First Version Inserted Fall 2008 99
3048 Cams test of indenting in Firefox First Version Inserted Fall 2008 99

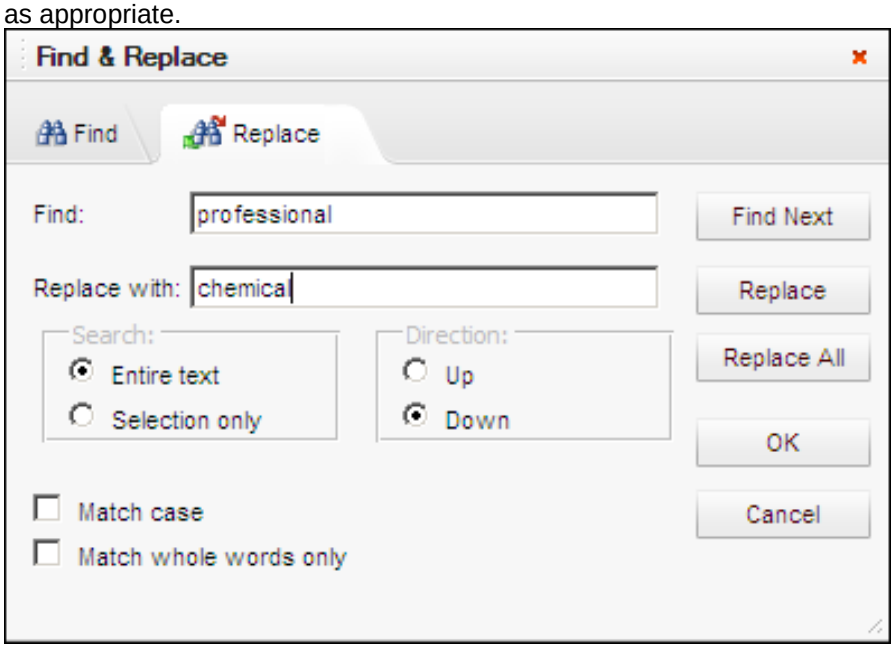
5. Continue editing the file by the file that has not yet been submitted or by copying the last approved file. Refer to the **Editing a page** section for additional steps.

Find and Replace within a Page

1. Click the Find tab.
2. In the **Find** box, enter the text you want to find.



3. Click the **Find Next** button if you want to see all occurrences of the text.
4. Click the **Replace** tab.
5. In the **Replace with** box, enter the text you want to replace it with. You may want to also check **Match case** so that the editor only changes matching text. Click the **Replace** or **Replace All** button as appropriate.

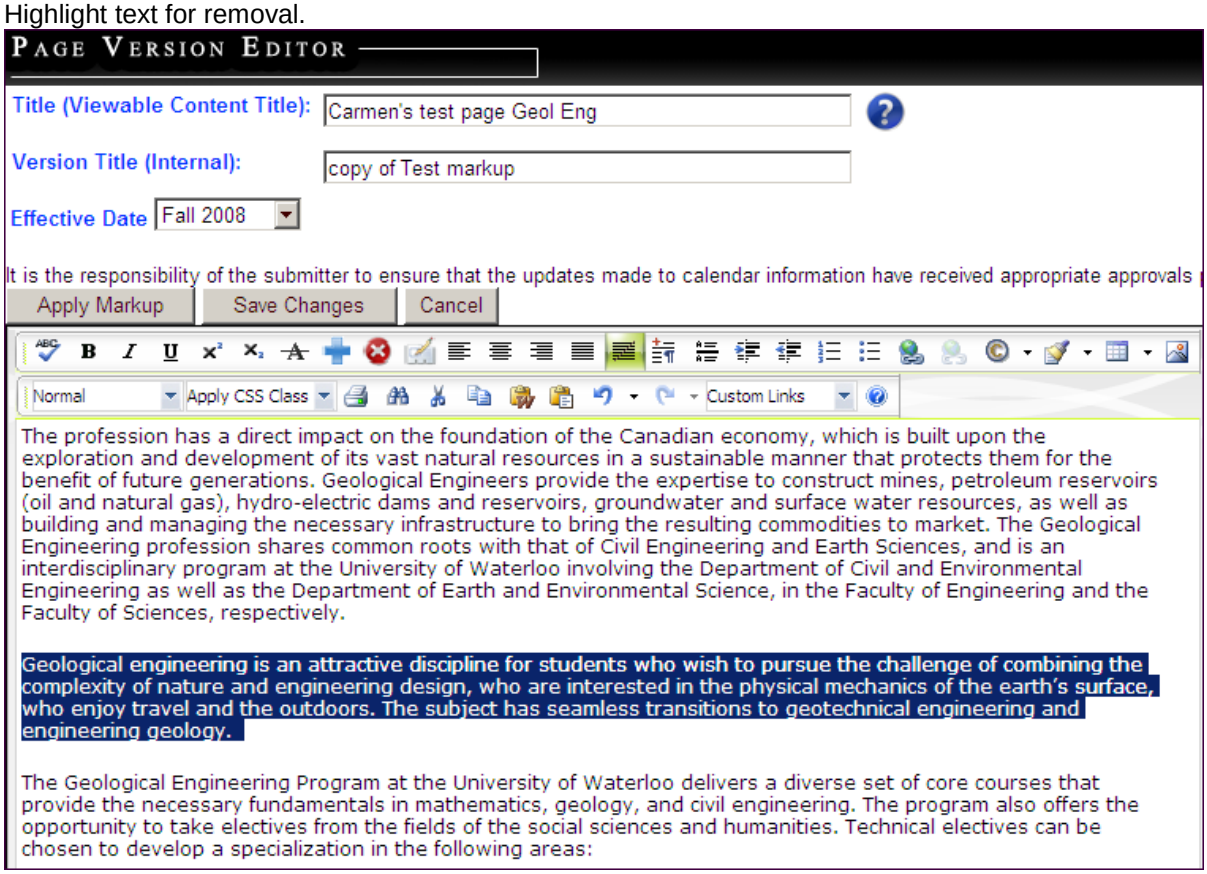


6. Click the **Save Changes** button or continue editing following the steps in the Editing a page section.

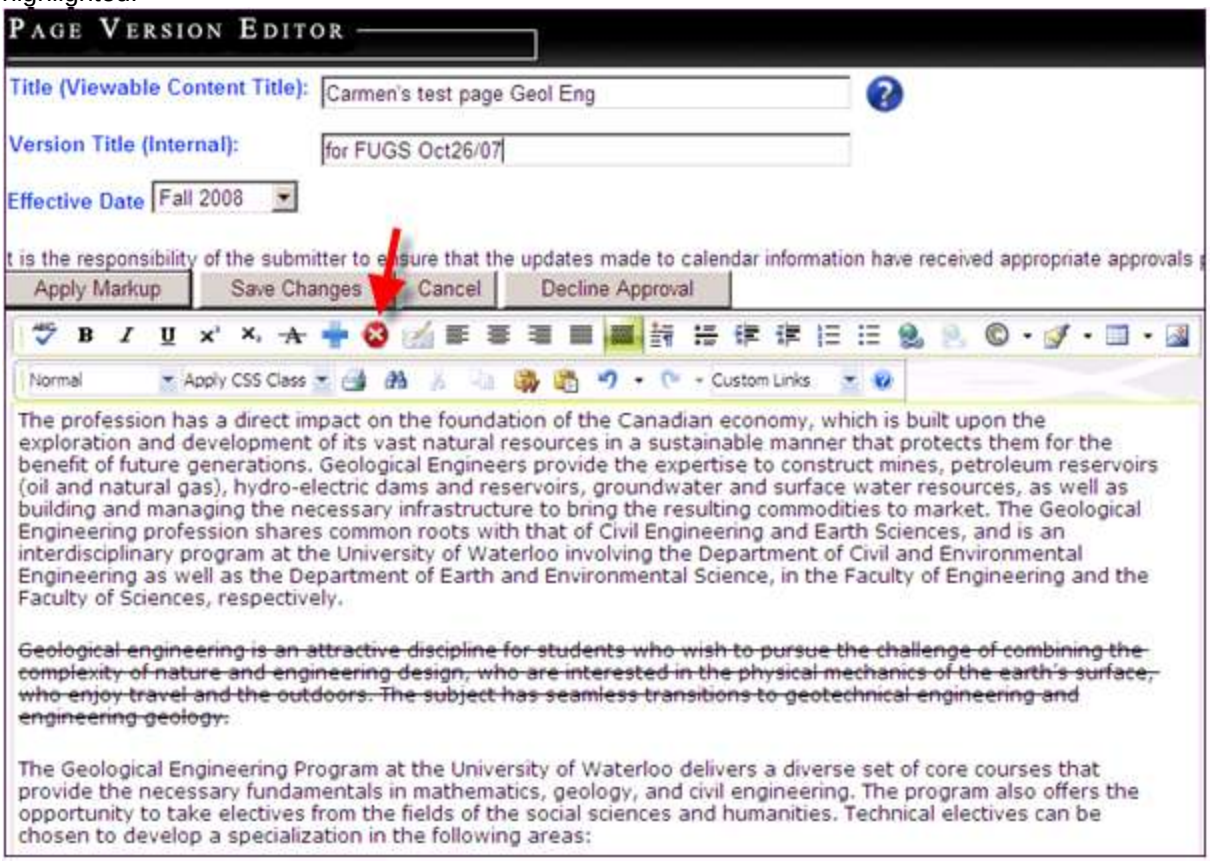
Mark for Removal

This procedure can be used when making changes in ACMS, copying contents from the file, and then pasting into Word for various committees, e.g., FUGS, so that you don't have to enter the information twice.

1. Select the appropriate effective date and navigate to the appropriate page version in the Page Version Editor.
2. Highlight text for removal.


PAGE VERSION EDITOR
Title (Viewable Content Title):
Carmen's test page Geol Eng
Version Title (Internal):
copy of Test markup
Effective Date
Fall 2008
It is the responsibility of the submitter to ensure that the updates made to calendar information have received appropriate approvals
Apply Markup
Save Changes
Cancel
Normal
Apply CSS Class
Custom Links
The profession has a direct impact on the foundation of the Canadian economy, which is built upon the exploration and development of its vast natural resources in a sustainable manner that protects them for the benefit of future generations. Geological Engineers provide the expertise to construct mines, petroleum reservoirs (oil and natural gas), hydro-electric dams and reservoirs, groundwater and surface water resources, as well as building and managing the necessary infrastructure to bring the resulting commodities to market. The Geological Engineering profession shares common roots with that of Civil Engineering and Earth Sciences, and is an interdisciplinary program at the University of Waterloo involving the Department of Civil and Environmental Engineering as well as the Department of Earth and Environmental Science, in the Faculty of Engineering and the Faculty of Sciences, respectively.
Geological engineering is an attractive discipline for students who wish to pursue the challenge of combining the complexity of nature and engineering design, who are interested in the physical mechanics of the earth's surface, who enjoy travel and the outdoors. The subject has seamless transitions to geotechnical engineering and engineering geology.
The Geological Engineering Program at the University of Waterloo delivers a diverse set of core courses that provide the necessary fundamentals in mathematics, geology, and civil engineering. The program also offers the opportunity to take electives from the fields of the social sciences and humanities. Technical electives can be chosen to develop a specialization in the following areas:

3. Click MarkForRemove (CONT+R) button. Strikeouts will appear through the text you have highlighted.


PAGE VERSION EDITOR
Title (Viewable Content Title):
Carmen's test page Geol Eng
Version Title (Internal):
for FUGS Oct26/07
Effective Date
Fall 2008
t is the responsibility of the submitter to ensure that the updates made to calendar information have received appropriate approvals
Apply Markup
Save Changes
Cancel
Decline Approval
Normal
Apply CSS Class
Custom Links
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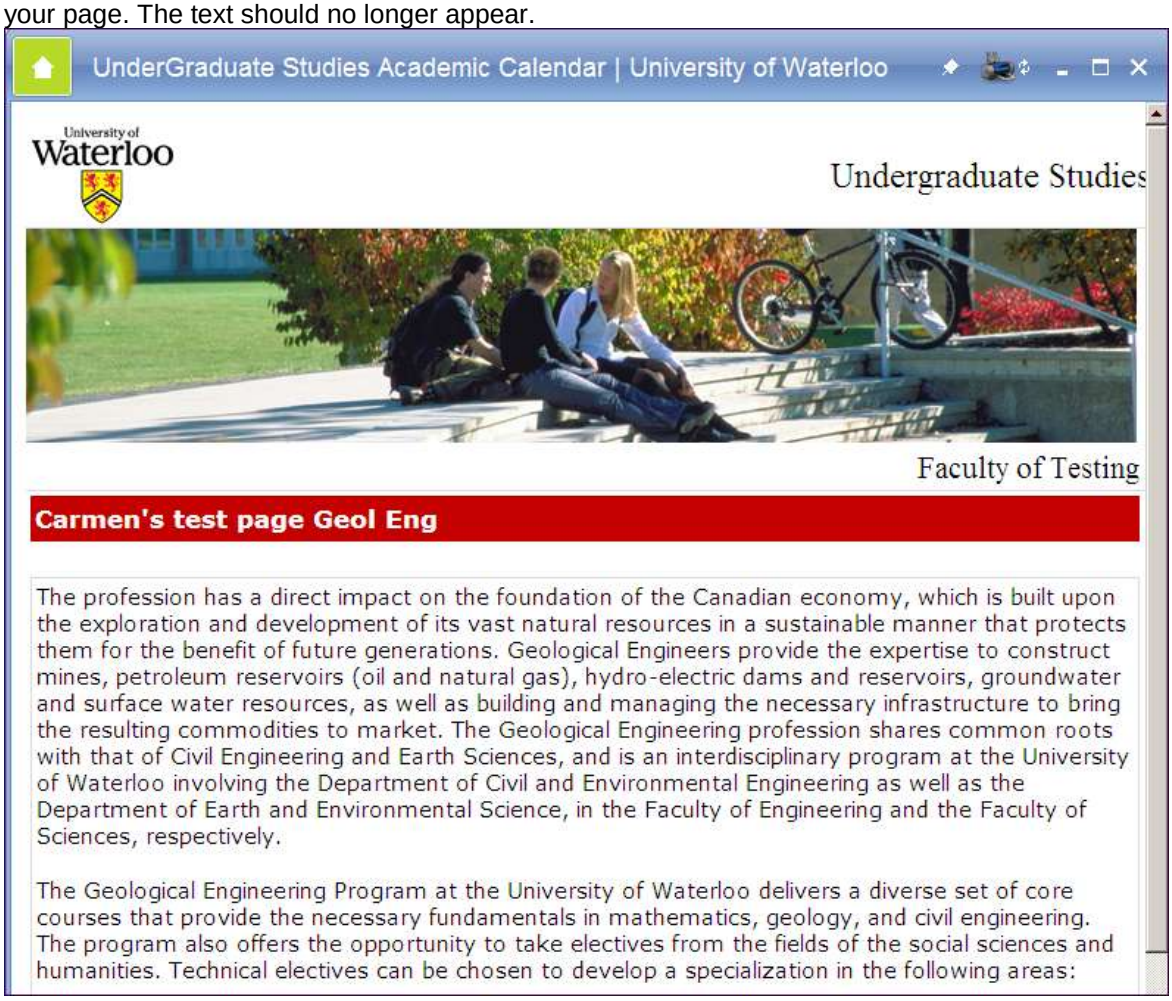
4. Change your Version Title (Internal) to reflect the name of the Committee and meeting date.

5. Click the **Save Changes** button. **NOTE:** Do not submit this page until the changes have been approved or declined by the appropriate committee.

If the Committee has given approval to remove text:

1. Select the appropriate effective date and navigate to your page in the **Page Version List**.
2. Add an appropriate version note if applicable; follow steps in the **Version Notes** section.
3. Click the **Pending Submission** button if you have no further changes to make to the page and you are ready to notify your Administrator that your submission is ready for review. If you are a Manager, follow the steps in the **Approving or Declining a Page (Managers only)** section.
4. When your page has been approved by your Manager, click the **Preview Entry** button to preview your page. The text should no longer appear.


UnderGraduate Studies Academic Calendar | University of Waterloo
University of Waterloo
Undergraduate Studies
Faculty of Testing
Carmen's test page Geol Eng
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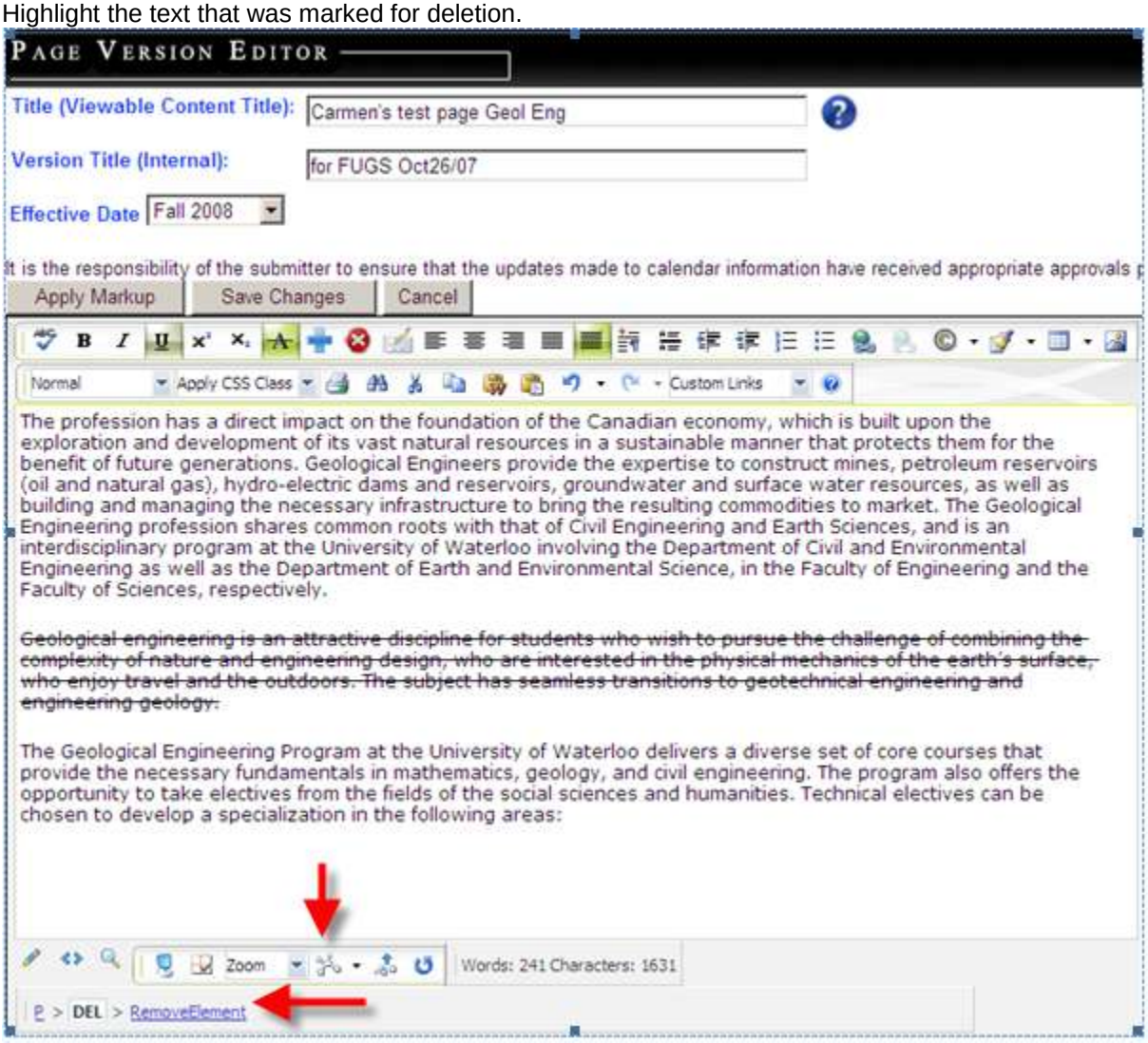
If the Committee denies approval of the text:

1. Select the appropriate effective date and navigate to your page in the **Page Version List**.

2. Click **Module Manager** button and select **Tag Inspector**.

3. Highlight the text that was marked for deletion.


PAGE VERSION EDITOR
Title (Viewable Content Title):
Carmen's test page Geol Eng
Version Title (Internal):
for FUGS Oct26/07
Effective Date
Fall 2008
Apply Markup
Save Changes
Cancel
Normal
Apply CSS Class
Custom Links
The profession has a direct impact on the foundation of the Canadian economy, which is built upon the exploration and development of its vast natural resources in a sustainable manner that protects them for the benefit of future generations. Geological Engineers provide the expertise to construct mines, petroleum reservoirs (oil and natural gas), hydro-electric dams and reservoirs, groundwater and surface water resources, as well as building and managing the necessary infrastructure to bring the resulting commodities to market. The Geological Engineering profession shares common roots with that of Civil Engineering and Earth Sciences, and is an interdisciplinary program at the University of Waterloo involving the Department of Civil and Environmental Engineering as well as the Department of Earth and Environmental Science, in the Faculty of Engineering and the Faculty of Sciences, respectively.
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Zoom
Words: 241 Characters: 1631
P > DEL > RemoveElement

4. Click **RemoveElement**

.
The strikethrough will be removed.

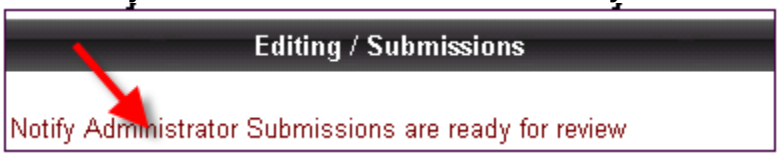
   NOTE: Do not click the Strikethrough button—it will not remove the marked text.

5. Click the **Save Changes** button.

6. Click the **Submit** button only if you had other changes in this page. **NOTE:** If no other changes were made to this page, click the **Cancel** button which takes you back to the Page Version List, then click the **X** (and OK) to delete this version. If you are a Manager, follow the steps in the **Approving or Declining a Page (Managers only)** section.

7. Click the **Group Home Page** link.

8. Click **Notify Administrator Submissions are ready for review**.

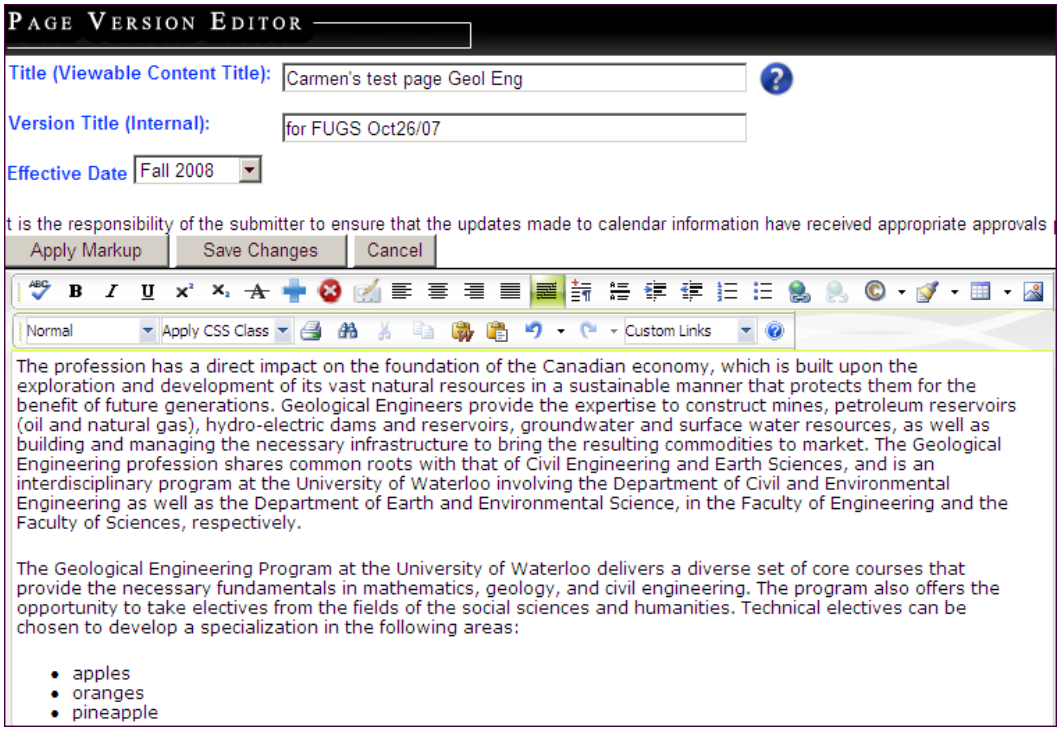


9. When your page has been approved by your Manager, click the **Preview Entry** button to preview your page to ensure that your changes were made if applicable.

Mark Text for Addition

This procedure can be used when making changes in ACMS, copying contents from the file, and then pasting into Word for various committees, e.g., FUGS, so that you don't have to enter the information twice.

1. Select the appropriate effective date and navigate to the appropriate page version in the Page Version Editor.
2. Enter the text for addition.


PAGE VERSION EDITOR
Title (Viewable Content Title):
Carmen's test page Geol Eng
Version Title (Internal):
for FUGS Oct26/07
Effective Date
Fall 2008
t is the responsibility of the submitter to ensure that the updates made to calendar information have received appropriate approvals
Apply Markup
Save Changes
Cancel
Normal
Apply CSS Class
Custom Links
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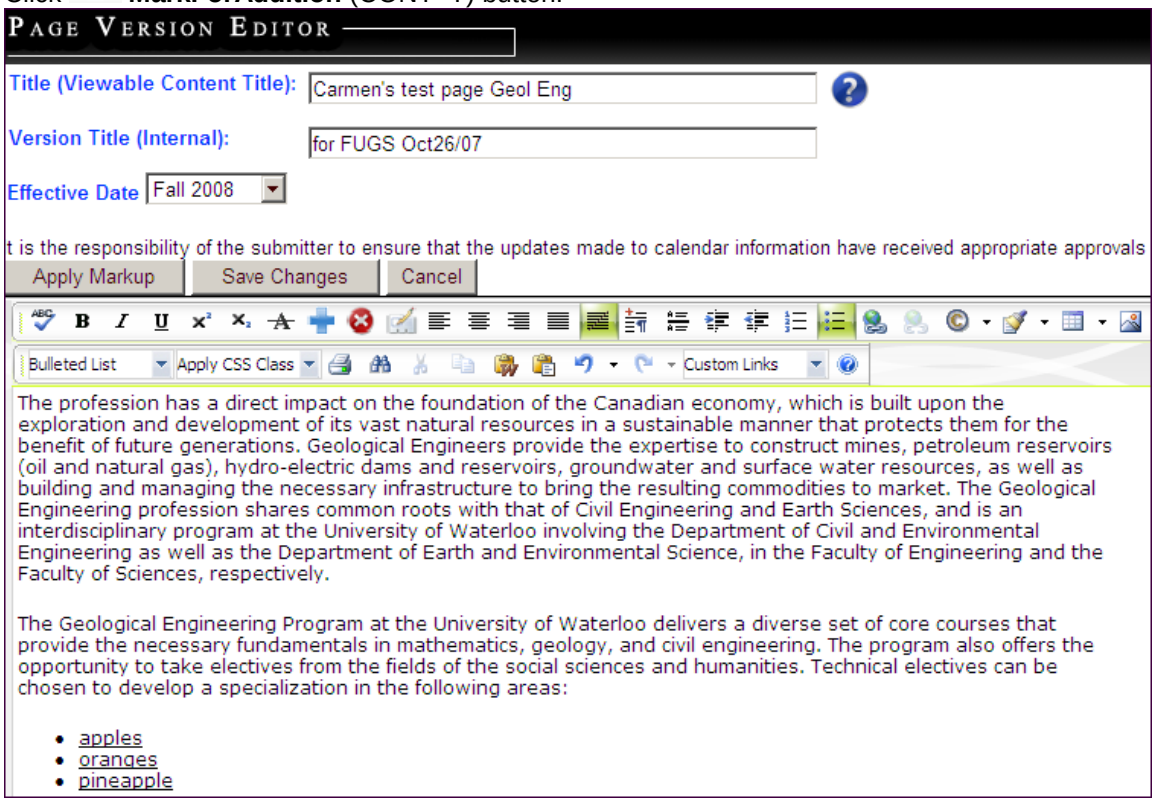
apples
oranges
pineapple

3. Highlight the text for addition.

4. Click **MarkForAddition** (CONT+T) button.


PAGE VERSION EDITOR
Title (Viewable Content Title):
Carmen's test page Geol Eng
Version Title (Internal):
for FUGS Oct26/07
Effective Date
Fall 2008
t is the responsibility of the submitter to ensure that the updates made to calendar information have received appropriate approvals
Apply Markup
Save Changes
Cancel
Bulleted List
Apply CSS Class
Custom Links
The profession has a direct impact on the foundation of the Canadian economy, which is built upon the exploration and development of its vast natural resources in a sustainable manner that protects them for the benefit of future generations. Geological Engineers provide the expertise to construct mines, petroleum reservoirs (oil and natural gas), hydro-electric dams and reservoirs, groundwater and surface water resources, as well as building and managing the necessary infrastructure to bring the resulting commodities to market. The Geological Engineering profession shares common roots with that of Civil Engineering and Earth Sciences, and is an interdisciplinary program at the University of Waterloo involving the Department of Civil and Environmental Engineering as well as the Department of Earth and Environmental Science, in the Faculty of Engineering and the Faculty of Sciences, respectively.
The Geological Engineering Program at the University of Waterloo delivers a diverse set of core courses that provide the necessary fundamentals in mathematics, geology, and civil engineering. The program also offers the opportunity to take electives from the fields of the social sciences and humanities. Technical electives can be chosen to develop a specialization in the following areas:
apples
oranges
pineapple

NOTE: Underlining will appear in the text marked for addition.

5. Change your version Title (Internal) to reflect the name of the Committee and meeting date.

6. Click the **Save Changes** button. **NOTE:** Do not submit this page until the changes have been approved or declined by the appropriate committee.

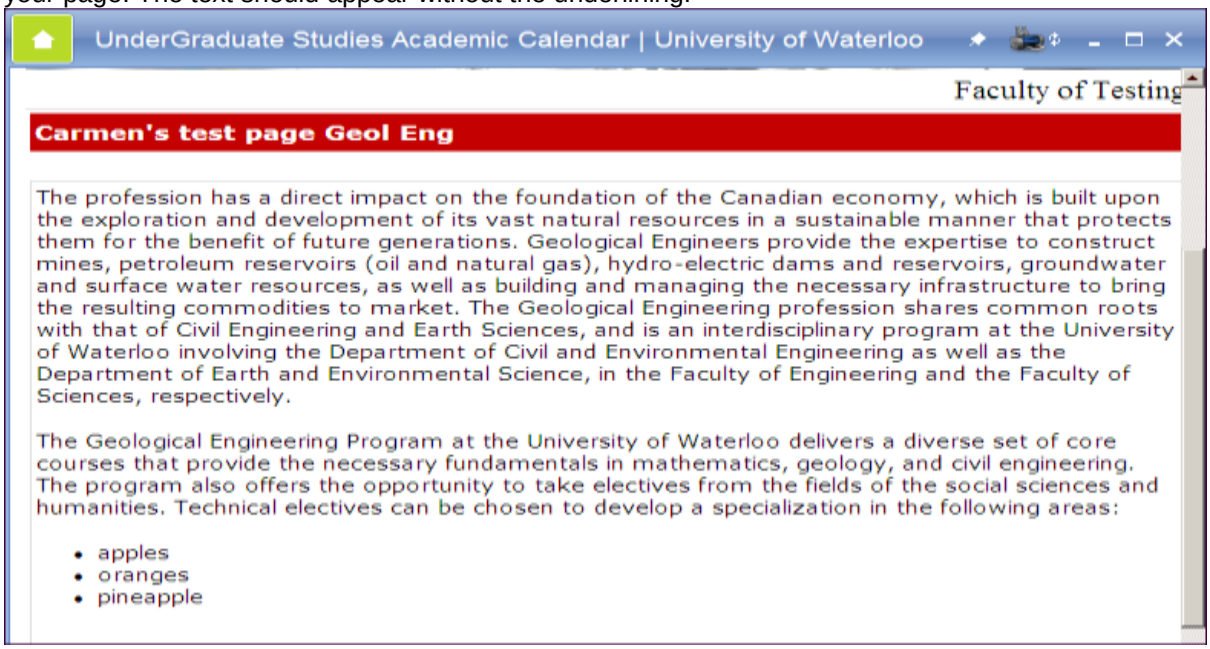
If the Committee has given approval to add the text:

1. Select the appropriate effective date and navigate to your page in the **Page Version List**.

2. Add an appropriate version note if applicable; follow the steps in the **Version Notes** section.

3. Click the **Pending Submission** button if you have no further changes to make to the page and you are ready to notify your Administrator that your submission is ready for review. If you are a Manager, follow the steps in the **Approving or Declining a Page (Managers only)** section.

4. When your page has been approved by your Manager, click the **Preview Entry** button to preview your page. The text should appear without the underlining.


UnderGraduate Studies Academic Calendar | University of Waterloo
Faculty of Testing
Carmen's test page Geol Eng
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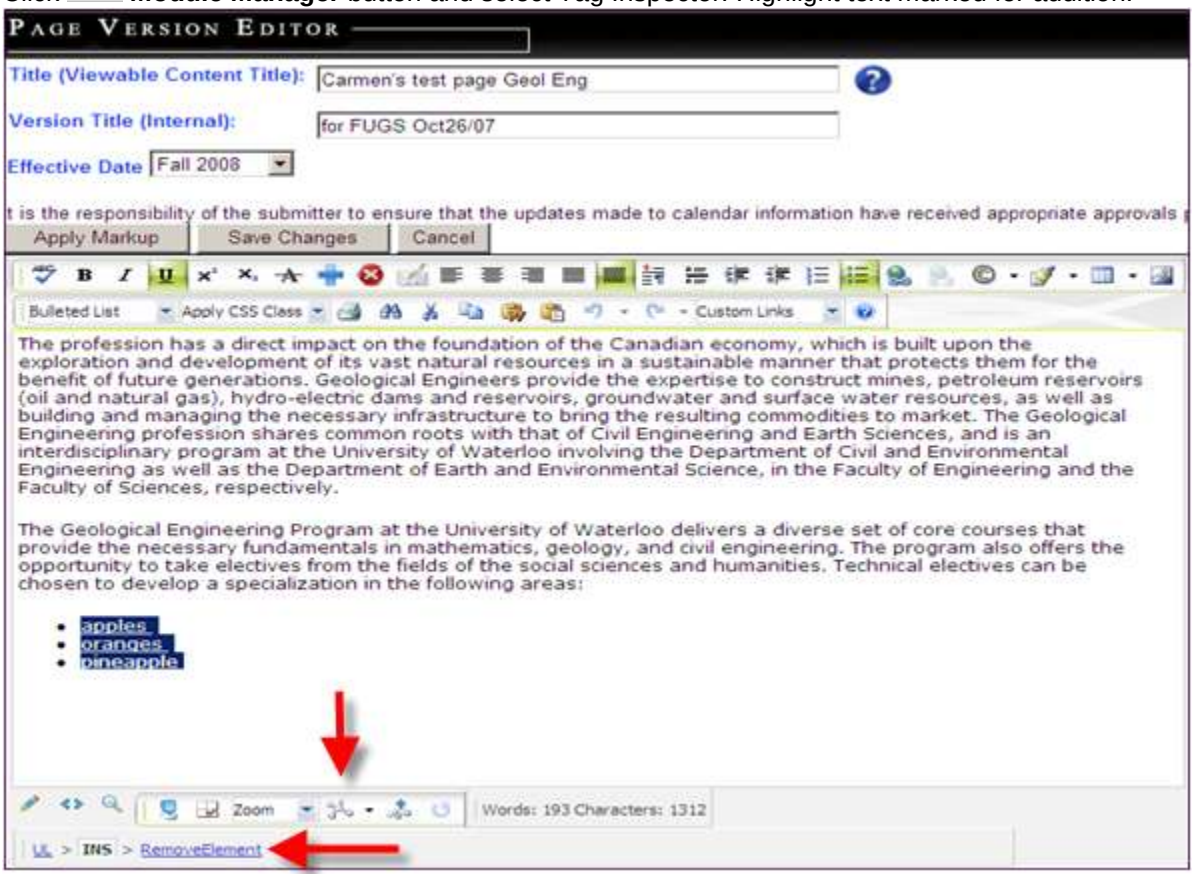
apples
oranges
pineapple

If the Committee denies addition of the text:

1. Select the appropriate effective date and navigate to your page in the **Page Version List**.

2. Click **Module Manager** button and select Tag Inspector. Highlight text marked for addition.


PAGE VERSION EDITOR
Title (Viewable Content Title): Carmen's test page Geol Eng
Version Title (Internal): for FUGS Oct26/07
Effective Date Fall 2008
t is the responsibility of the submitter to ensure that the updates made to calendar information have received appropriate approvals
Apply Markup
Save Changes
Cancel
Bulleted List
Apply CSS Class
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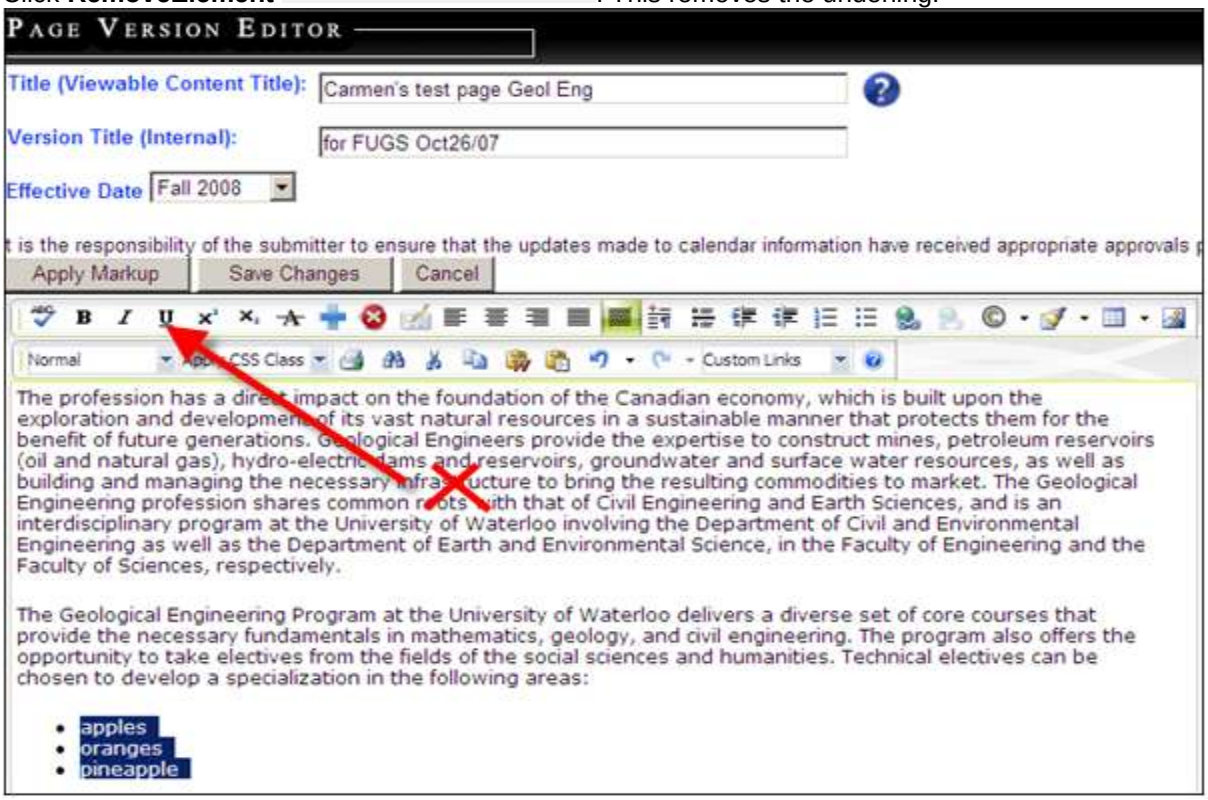
apples
oranges
pineapple
Zoom
Words: 193 Characters: 1312
INS > RemoveElement

3. Click **RemoveElement** UL > INS > RemoveElement. This removes the underling.


PAGE VERSION EDITOR
Title (Viewable Content Title):
Carmen's test page Geol Eng
Version Title (Internal):
for FUGS Oct26/07
Effective Date
Fall 2008
Apply Markup
Save Changes
Cancel
Normal
Custom Links
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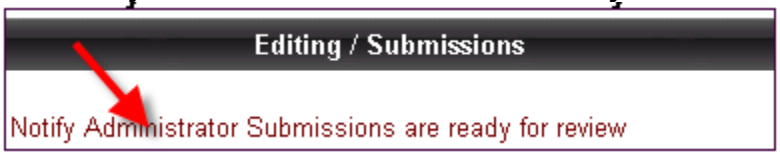
apples
oranges
pineapple

NOTE: Do not click the U Underline (Cont+U) button—it will not remove the underline.

4. Click **Delete** to remove text marked for addition and any unwanted spacing.
5. Click **Delete** to remove text and any additional characters or spacing as required.
6. Click the **Save Changes** button.
7. Click the **Submit** button only if you had other changes in this page. **NOTE:** If no other changes were made to this page, click the **Cancel** button which takes you back to the Page Version List, then click the **X** (and OK) to delete this version. If you are a Manager, follow the steps in the **Approving or Declining a Page (Managers only)** section.

8. Click the **Group Home Page** link.

10. Click **Notify Administrator Submissions are ready for review**.



11. When your page has been approved by your Manager, click the **Preview Entry** button to preview your page to ensure that your changes were made if applicable.

Faculty Listings

Under Construction

More Documentation Available from the Documentation Drop-Down List

UW Graduate Editor/Submitter/Manager User Guide

For users that have **Editor/Submitter** or **Manager** permissions.

GACMS Users Manual

This manual provides useful information when working with tables and more.

GACMS Training Presentation

This manual provides an overview of the system in a PowerPoint presentation.

Communications and Public Affairs Style Guide

Please follow the rules outlined in these style guides so that we can establish continuity throughout the calendar.

Working with tables

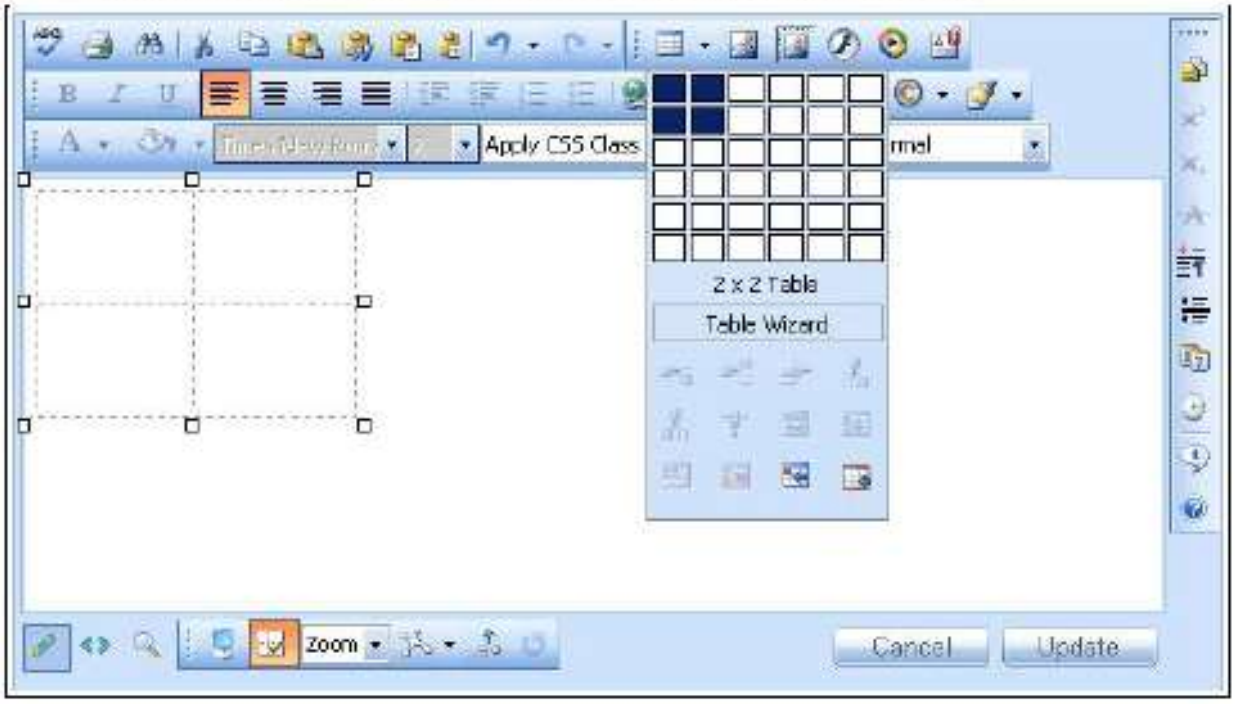
The following are screen shots taken directly out of the GACMS User's Manual for quick access.

WORKING WITH TABLES

CMSEditor offers two ways for creating tables. The best approach in each particular situation depends on your preferences and the table complexity. For simpler tables we recommend the click-and-drag Table Builder, whereas, for tables that are more complex the Table Wizard is more appropriate.

Creating a Table Using the Table Builder

- Position the cursor where you want to create the table.
- Click the **[Insert Table]** button on the CMSEditor toolbar.
- Drag the mouse cursor to select the number of rows and columns you want. Click the left mouse button. Alternatively, you can click-and-drag to make the selection.

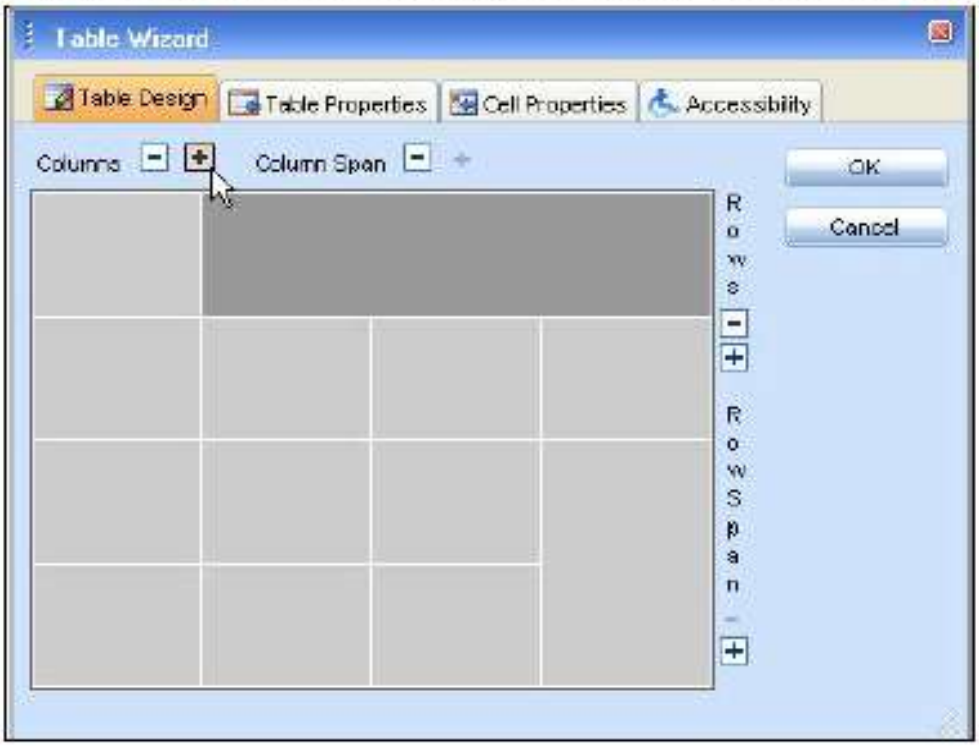


Creating a Table Using the Table Wizard

- Position the cursor where you want to create the table.
- Click the **[Insert Table]** button on the CMSEditor toolbar.
- Click the **[Table Wizard]** button at the bottom to open the "Table Wizard" dialog.

The Table wizard appears and you can use it to create your table and set its properties.

- To add or remove columns or rows, click **[+]** or **[-]** next to "Columns" and "Rows":



- Click **[+]** next to "Column span" to merge the right cell with the cell you have selected. Click the **[-]** button to unmerge the left cell.
- The **[-]** or **[+]** buttons next to "Row span" work in a similar way as "Column span" but for rows.

If you click the **[OK]** button, the defined table will be created. Further customization of this table is allowed using the **[Table Properties]**, **[Cell Properties]**, and **[Accessibility]** tabs of the Table Wizard. The next few sections describe in detail how to modify tables.

Inserting a table from Microsoft Excel® or other applications

Inserting a table from Microsoft Excel® or other applications into the CMSEditor is an easy copy-paste operation. Most of the formatting is preserved, including borders, text, numbers and cell color. Formulae, however, will not be pasted. If formatting preservation is not desired, then use the format stripper to remove formatting. This is very useful when an advanced merged cell layout is required.

Toggle Table Borders

If you have created a table that has no borders by default, you can switch on the auxiliary borders. They are not saved in the content but only help you locate and work with your table. You can toggle the auxiliary borders using the **[Toggle Table Borders]** button on the toolbar.

Formatting Tables

The "Table Properties" dialog allows you to fine-tune the appearance of a new or an existing table. You can reach the **[Table Properties]** tab in either of the following ways:

- From the Table Wizard, click the **[Table Properties]** tab.
- Right-click inside an existing table and select "Table Properties" from the context menu; this opens the Table Properties dialog.

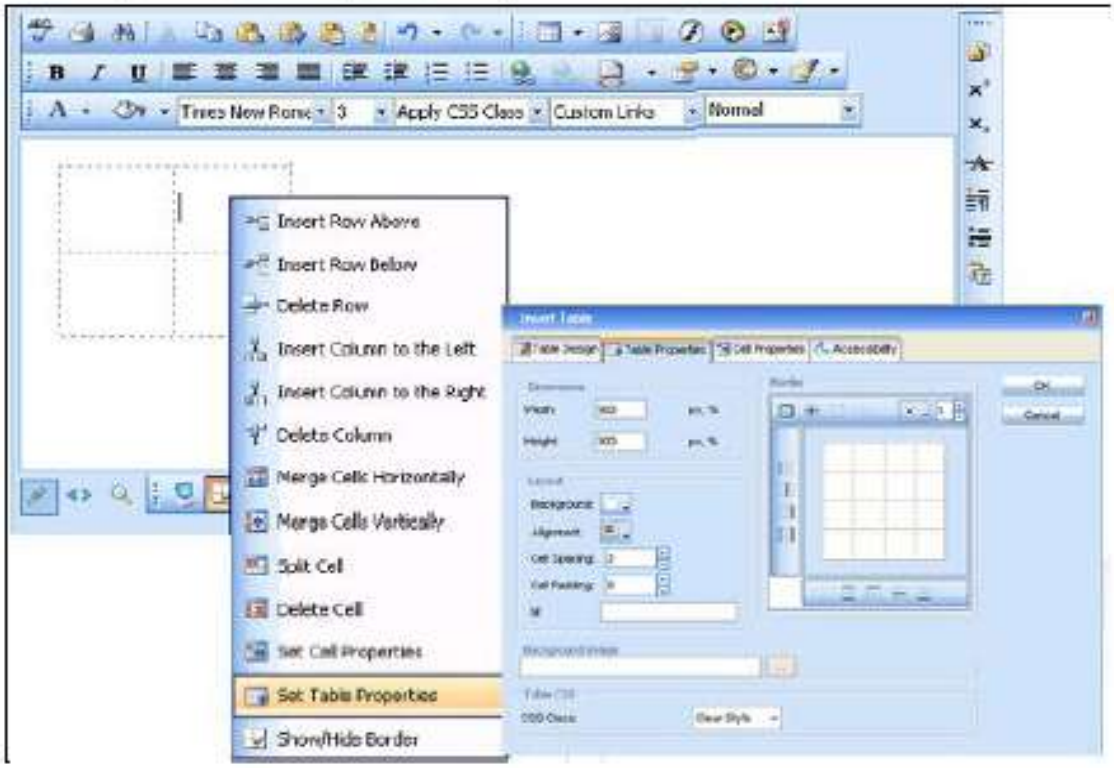


Table Properties Explained

Once the Table Properties dialog tab is opened, you can set the appearance of the table. This involves setting one or more of the following table properties:

Width/Height
Specifies the height and the width of the table (in pixels or percent).

Background
Sets the background color of the table.

Alignment
Aligns the table to the left, center or right side of the page.
Cell spacing
Increases or decreases the space between the borders of the cells.
Cell padding
Increases or decreases the space between the content and the border of a cell.
Border
Includes setting border width, color, and layout.
ID
Setting an ID for a table gives some options for advanced table handling.
Background Image
Sets an image as the table background.
CSS Class
Specifies table CSS class and style. Only advanced users should use this property.

Cell Properties Explained

The "Cell Properties" dialog allows you to fine-tune the appearance of individual cells of a given table.

You can reach the **[Cell Properties]** tab in either of the following ways:

- From the Table Wizard, click the **[Cell Properties]** tab.
- Right-click a table cell and select "Cell Properties" from the context menu. This opens the Cell Properties dialog.

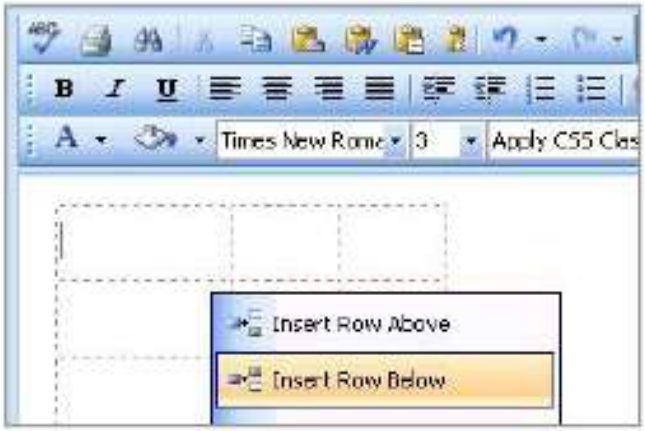
Once the Cell Properties dialog tab is opened you can set the appearance of the individual cells. This involves setting one or more of the following cell properties:

Width/Height
Specifies the height and the width of the selected cell (in pixels or percent).
Content alignment
Aligns the content within the selected cell, vertically and horizontally.

Background (color)
Changes the background color of the selected cell.
Background Image
Sets an image as the cell background.
Content
Specifies default content for the cell. You can type the content after you insert the table as well.
ID
Setting an ID for a cell gives options for some better cell handling (for advanced users and developers)
No Wrapping
Enables/disables text wrapping (i.e. forces a new line when the text reaches the Cell border).
CSS Class
Specifies cell CSS class and style. This property should be used only by advanced users.

Inserting/Deleting Rows and Columns

Once you have created a table, you can easily add or delete rows and columns. To do this, right-click inside a table cell to display the context menu.



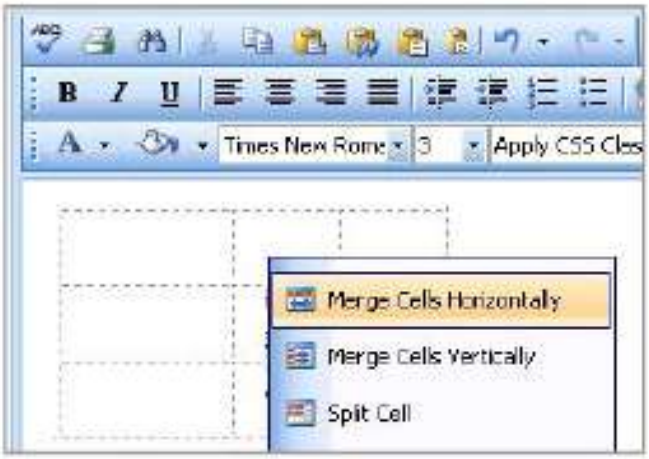
To insert a new row, do the following:

- Place the cursor in the row on top or beneath which you want to insert a new row.
- Right-click to open the context menu.
- From the menu, select the "Insert Row Above/Below".

You can insert new columns in a similar fashion. To delete rows or columns, simply place the cursor in the respective row/column and select "Delete Row/Column" from the context menu.

Merging/Splitting Cells

To merge a cell with the adjacent cell, do the following:



- Select the cell.
- Right-click to open the context menu.
- From the menu, select "Merge Cells Horizontally/Vertically".

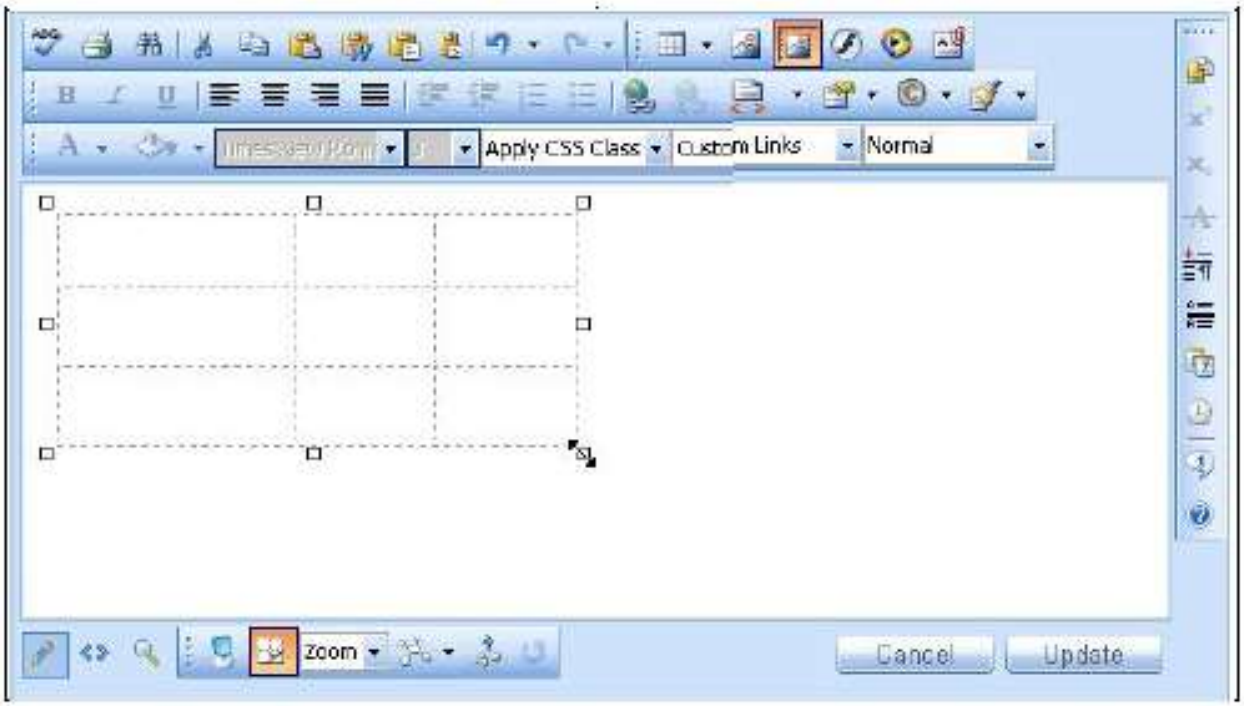
To split a cell that has previously been merged, do the following:

- Select the cell.
- Right-click to open the context menu.
- From the menu, select "Split Cell".

Resizing Tables

You can resize an existing table in two ways:

- by specifying dimensions in the **[Table Properties]** tab (explained in the previous sections)
- by direct drag-and-drop.



To resize a table with a drag-and-drop, do the following:

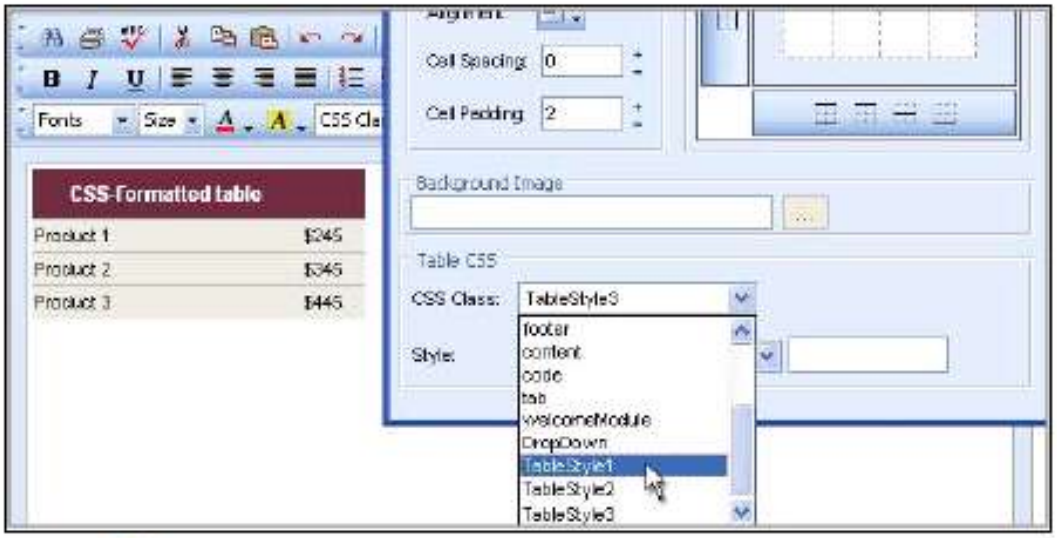
- Click the table border to select the whole table. Eight small squares will appear in the outer area of the table (see the screenshot above).
- You can drag any of these handles vertically, horizontally or diagonally to resize the table. All cells that do not have exact dimensions (specified in pixels), will be resized evenly to accommodate the new table size.

Formatting Tables with CSS Classes

CSS class provides an easy and consistent way for formatting tables. In order to use the CSS Class, you have to first create the table and then open the Table Properties dialog to apply the predefined CSS class.

To apply a CSS class to a table or an individual cell, you need to do the following:

- Click the table/cell. Right-click to open the context menu.
- From the menu, click "Set Table/Cell Properties" to open the "Table/Cell Properties" dialog tab.
- Select the CSS class from the dropdown list at the bottom of the dialog.
- Click the **[Update]** button.



***Note:** Not all applications will have predefined table styles. See your developer for more details.*

Tips for Mac/Firefox Users

Copying and Pasting

The best way to copy and paste is to use the copy and paste in Firefox.

Other, less effective methods of copying and pasting:

If pasting from one page in ACMS to another page in ACMS

- highlight all the text in the page except the last character
- ctrl>c - go to other page and do ctrl-V
- type in the last character

If pasting in from external to ACMS, copy and paste as plain text.

Printing wide documents

Using Firefox 2.0.0.7 on a PC or Mac (tips from IST):

- Preview and change to Landscape view because Portrait view does cut off the right side.
- Use the option "scale to print page" or "shrink to fit page width" (Mac uses a bit different wording in the Page Setup dialog box than the PC).
- If the printer setup is "printer any" and not a specific printer then the printout will chop off the right side as well. Therefore make sure a specific printer is used (most PCs or Macs would be setup this way already so probably not the issue). Also make sure set to Landscape mode and set to Normal (and not scaled).

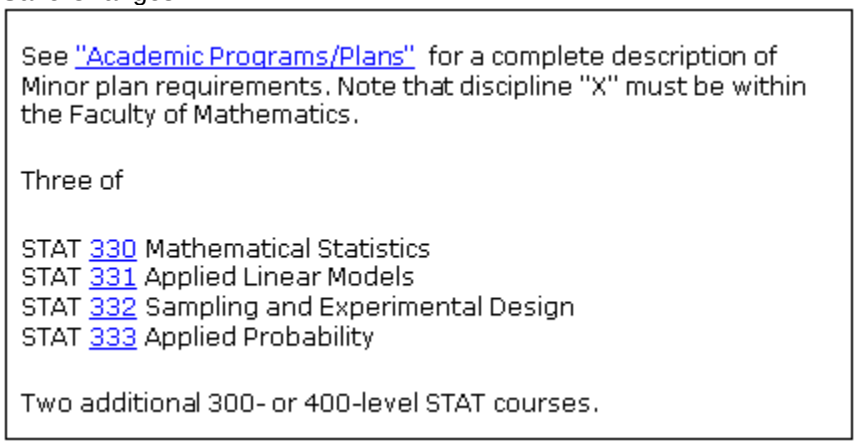
Accent Codes for the Macintosh

For complete information, refer to: http://tlt.psu.edu/suggestions/international/accents/codemacext.html.

Block Quotes

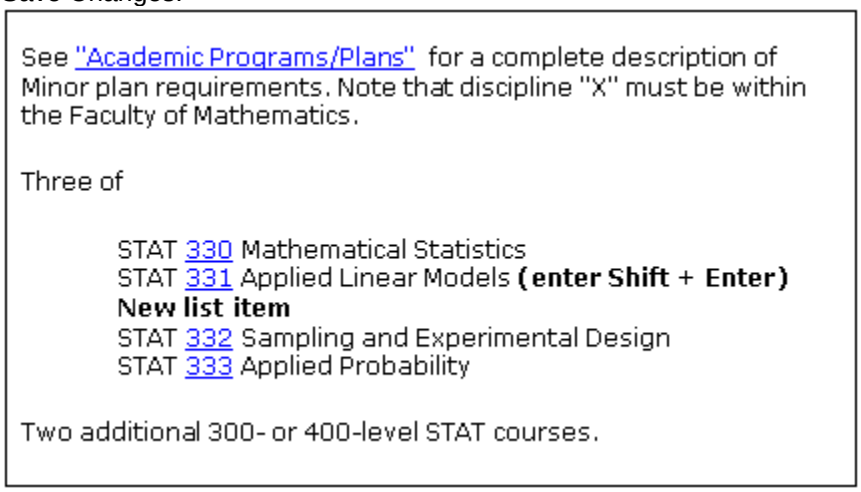
Create a New List:

1. Enter any paragraph information as required.
2. Click Enter.
3. Enter the definition title.
4. Click Enter. This puts paragraph tags around the title and adds a blank line.
5. Enter your list items and left justify. Do not click Enter after each list item—use a soft return (Shift + Enter).
6. Once you have completed the list, click Enter. This will add the closing tag at the end of the list. Your cursor should now be left justified (if it isn't, do another Enter).
7. Highlight the list items.
8. Click Indent.
9. Continue with your page if applicable.
10. Save Changes.


See "Academic Programs/Plans" for a complete description of Minor plan requirements. Note that discipline "X" must be within the Faculty of Mathematics.
Three of
STAT 330 Mathematical Statistics
STAT 331 Applied Linear Models
STAT 332 Sampling and Experimental Design
STAT 333 Applied Probability
Two additional 300- or 400-level STAT courses.

Modify an existing list:

1. Cursor should be at the end of the line preceding the item to be entered.
2. Click Shift + Enter.
3. Enter your list item.
4. Save Changes.


See "Academic Programs/Plans" for a complete description of Minor plan requirements. Note that discipline "X" must be within the Faculty of Mathematics.
Three of
STAT 330 Mathematical Statistics
STAT 331 Applied Linear Models (enter Shift + Enter)
New list item
STAT 332 Sampling and Experimental Design
STAT 333 Applied Probability
Two additional 300- or 400-level STAT courses.

FAQs

How do I make my screen look bigger or smaller?

To make it bigger: Ctrl +

To make it smaller: Ctrl –

How do I increase my font size when working in ACMS?

1. Click inside the screen.
2. Control +. (You can use Control - to make it smaller.)

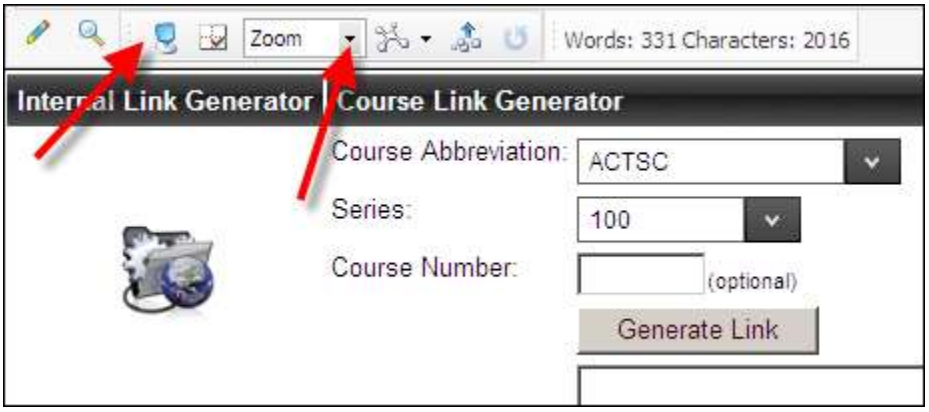
You can also try changing your settings in IE7 (Internet Explorer 7):

1. Open IE7.
2. Tools > Internet Options.
3. Click “Accessibility.”
4. Click “Ignore font sizes specified on webpages.”

How do I increase the editor screen width in ACMS and the font size within the editor?

1. Click the Toggle Full Screen Mode (F11) button to open up the editor. Click the Toggle Full Screen Mode (F11) button again to return to its normal setting.

2. Click the Zoom button and select the size to increase the font size within the editor.



I am not able to edit my page – what’s wrong?

If ACMS does not allow you to edit your page that you have permission to edit, it may be because your permissions have not been assigned properly. Contact an Administrator (Trevor Clews) for assistance.

How do I increase my font size when printing from the Preview Entry screen?

Delete temporary internet files in IE7

1. Open IE7.
2. Tools > Internet Options
3. Under Browsing History, click “Delete.”
4. Click Delete All or separate buttons as appropriate.
5. Confirm Deletion.
6. Click the **OK** button.
7. Close IE7.
8. Open IE7.

Browser Settings

File > Page Setup > Letter or Landscape

Margins

Millimeters:

Left=4.57, Right=4.61, Top=4.57, Bottom=4.61 (Top and Bottom are optional)

Inches:

Left=0.166, Right=0.18, Top=.75, Bottom=.75 (Top and Bottom are optional)

NOTE: You can make the above settings smaller if desired.

Printing from the Preview Entry Screen

- When the Preview Entry screen is maximized, the page will print in a size 8 font.
- When the Preview Entry screen is minimized, the page will print in a size 10 font.

If your font size is still too small after making all the above changes, try setting your browser to ignore font sizes specified on webpages.

5. Open IE7.
6. Tools > Internet Options.
7. Click “Accessibility.”
8. Click “Ignore font sizes specified on webpages.”

NOTE: This should increase your font size by 1 point.

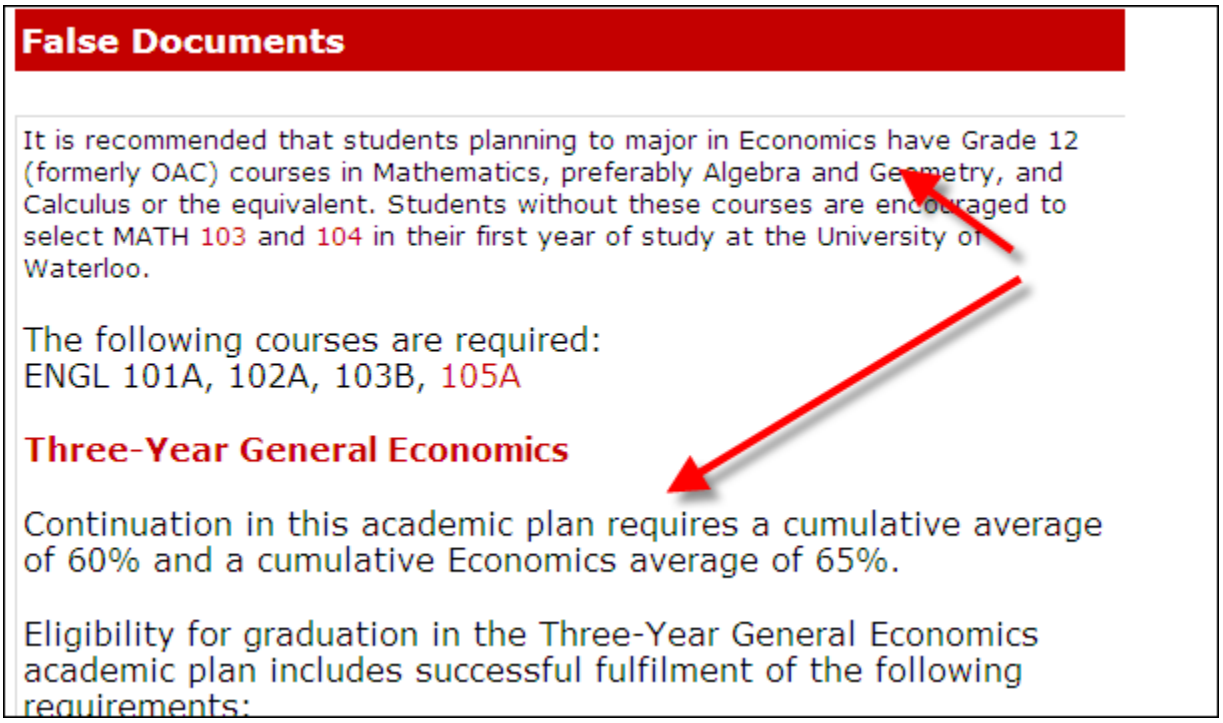
Something else you need to know about printing from the Preview Entry screen.
There will always be some extra white space on the right side of the page. Reason: ACMS sets up the page similar to how it will appear on the web.

How do I change the large font size to the normal font size when it appears in my page, the Group Preview or Preview Entry screens?

The calendar style sheets control the font size for all text in the calendar. At times a problem may occur with the font size when you are copying and then pasting text from one page into another. For example, you expire one page, copy the contents from this page, add a new page, and then paste the contents into this page.

You may notice the font size problem while using the Editor. You may also notice the problem when you are viewing your page in the Preview Entry or Group Preview screens. When this occurs, try fixing it using the "What is the best way to fix my headings or font in my page" section. If you are not successful, ask an Administrator to fix the font for you. Please ensure that you provide the Administrator with the path for finding the page with the font problem.

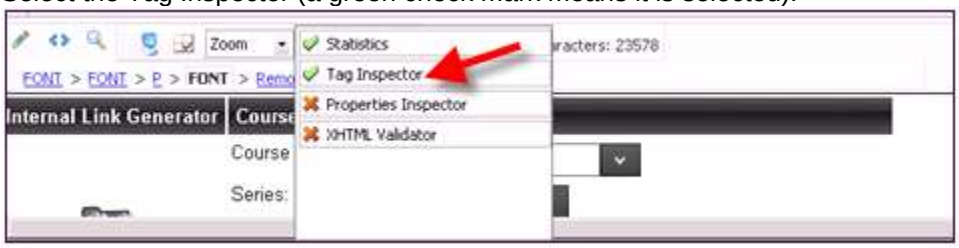
NOTE: It is normal for the font to appear in a larger size in tables when using the Editor; however, the normal default font size should appear when previewing your page in the Preview Entry or Group Preview screens.


False Documents
It is recommended that students planning to major in Economics have Grade 12 (formerly OAC) courses in Mathematics, preferably Algebra and Geometry, and Calculus or the equivalent. Students without these courses are encouraged to select MATH 103 and 104 in their first year of study at the University of Waterloo.
The following courses are required:
ENGL 101A, 102A, 103B, 105A
Three-Year General Economics
Continuation in this academic plan requires a cumulative average of 60% and a cumulative Economics average of 65%.
Eligibility for graduation in the Three-Year General Economics academic plan includes successful fulfilment of the following requirements:

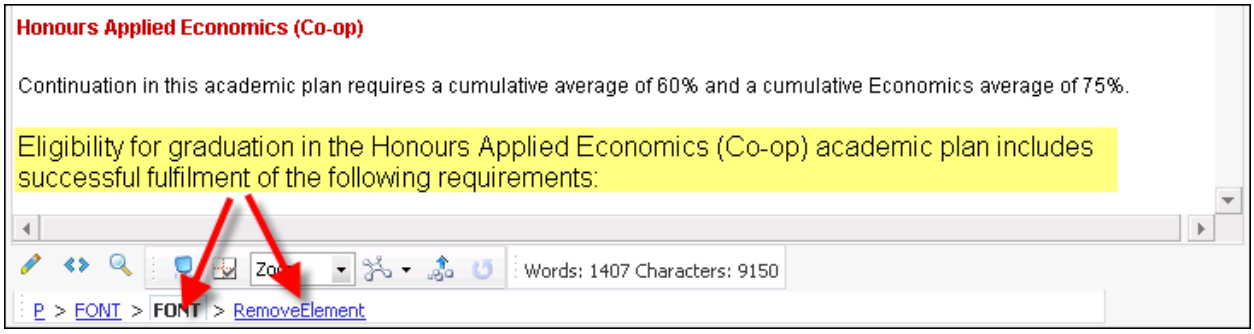
What is the best way to fix my headings or font in my page?

1. Click on the Module Manager.

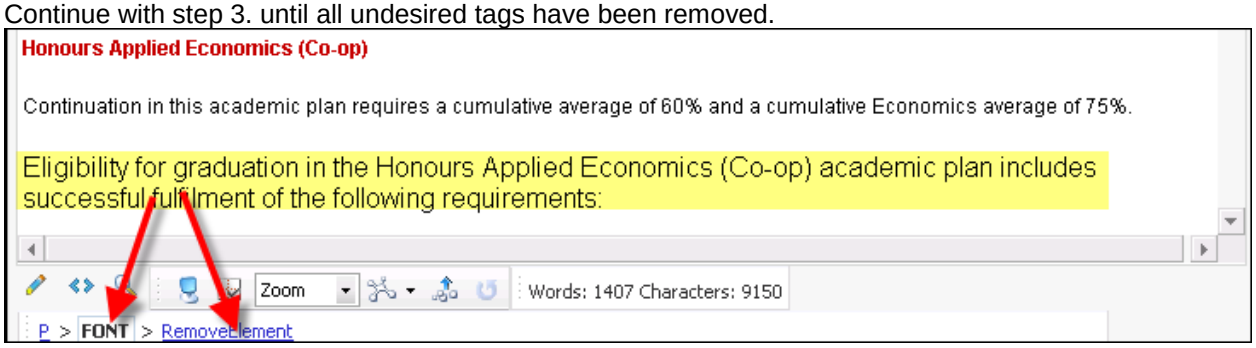
2. Select the Tag Inspector (a green check mark means it is selected).



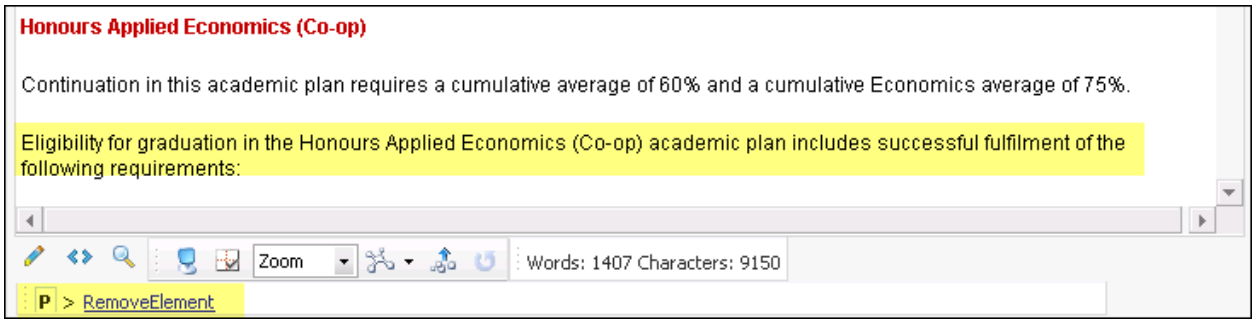
3. Click anywhere within the title or the paragraph where the font tag appears. Note the tags that appear at the bottom of this screen. Click the **RemoveElement** button.


Honours Applied Economics (Co-op)
Continuation in this academic plan requires a cumulative average of 60% and a cumulative Economics average of 75%.
Eligibility for graduation in the Honours Applied Economics (Co-op) academic plan includes successful fulfilment of the following requirements:
Words: 1407 Characters: 9150
P > FONT > FONT > RemoveElement

4. Continue with step 3. until all undesired tags have been removed.

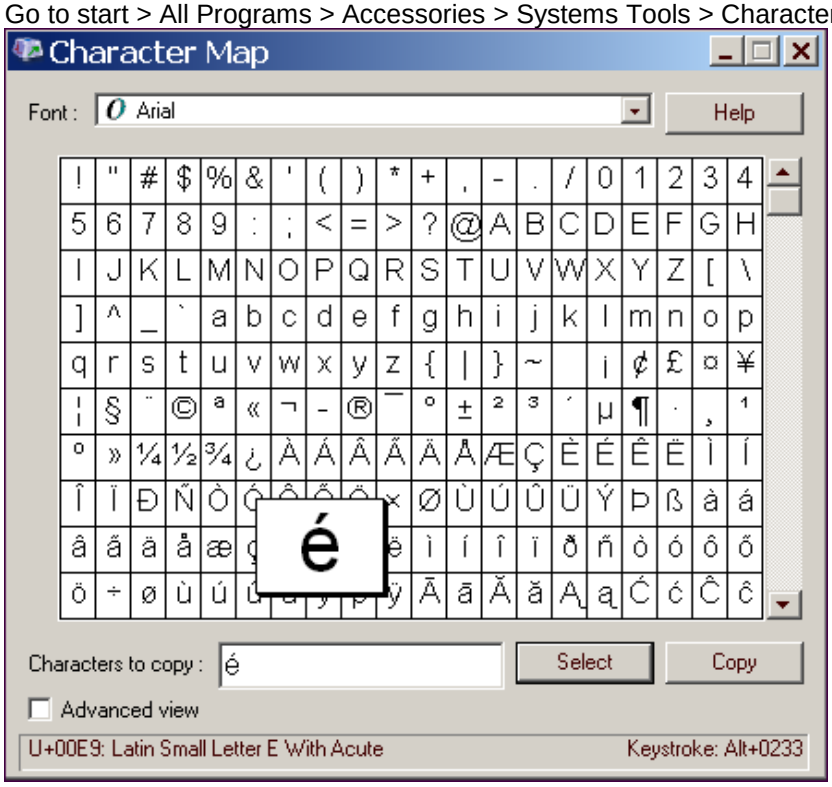

Honours Applied Economics (Co-op)
Continuation in this academic plan requires a cumulative average of 60% and a cumulative Economics average of 75%.
Eligibility for graduation in the Honours Applied Economics (Co-op) academic plan includes successful fulfilment of the following requirements:
Zoom
Words: 1407 Characters: 9150
P > FONT > RemoveElement

5. You may be left with a “P” for paragraph tag and RemoveElement for font problems within a paragraph. For a sub heading, you may be left with a <h4> tag and RemoveElement. If the sentence appeared in italic, the “EM” tag may have been removed and you would be left with a “P” tag and RemoveElement.


Honours Applied Economics (Co-op)
Continuation in this academic plan requires a cumulative average of 60% and a cumulative Economics average of 75%.
Eligibility for graduation in the Honours Applied Economics (Co-op) academic plan includes successful fulfilment of the following requirements:
Zoom
Words: 1407 Characters: 9150
P > RemoveElement

How do I add a symbol or special character?

1. Go to start > All Programs > Accessories > Systems Tools > Character Map.



2. Select Arial font or select one of the three Wingdings for symbols.
3. Select the desired character or symbol.
4. Left-click on the character or symbol (you should see a circle with a strikethrough if you have properly selected it) and drag it into the ACMS file.

NOTE: All characters and symbols are inserted with paragraph tags in the code. To remove the paragraph tags, put your cursor on the letter prior to the symbol and press the Delete key, then go to the letter following the symbol and press the Backspace key.

Delete the space after the r, e, and m characters as depicted in our example until the characters display as one word on one line.

This is an example of how the word resume will appear in the Page Version Editor.

r

é

sum

é

NOTE: Mac/Firefox Users
Please refer to http://tlt.psu.edu/suggestions/international/accents/codemacext.html.

Is there a way to recover my changes after a System Time Out?

If you did not click Save Changes, yes.

When working in ACMS, remember to save you work on a regular basis so that the system does not time out on you. If you leave a page without saving, or use the back button in the browser without saving, your changes will result in all edits being lost. If you do not click on the **Save Changes** button within 60 minutes, your session in ACMS will time out. Once you have saved your page, you will have another 60 minutes to continue editing.

If you were away from your desk and you realized that you did not save your file when you returned, **do not click Save Changes**.

A work-around before you click Save Changes:

Copy (control + A and control + C) the contents of your page, logout of ACMS, log back in to ACMS, copy your page again using the last submitted and approved page, open the file, open the file in the editor, and replace the text in the page with the copied text (control + A, then delete, then select Paste under File in your browser. Click the **Save Changes** button.

NOTE: Mac/Firefox Users may have to use the Firefox browser select, copy, and paste instead of using the control keys.

Graduate Studies Calendar Public Website

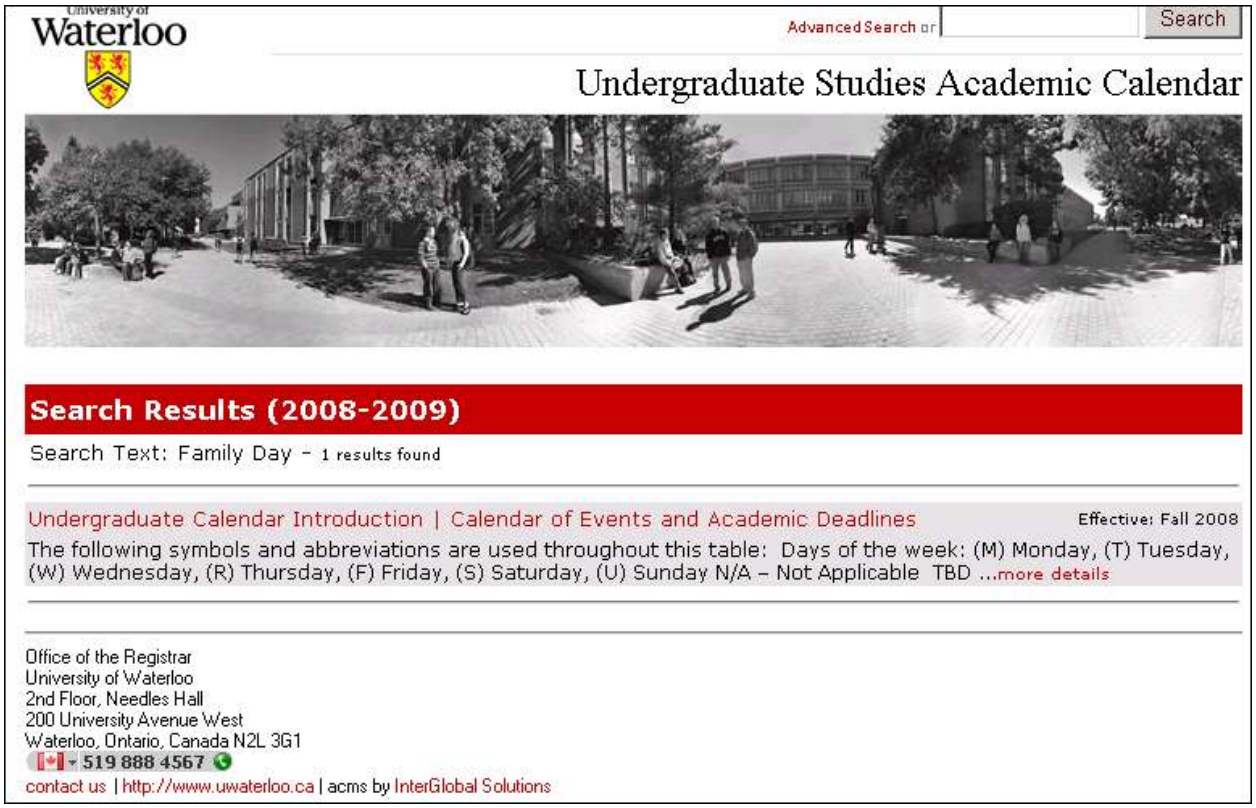
The Search Engine

Simple Search:

The simple search consists of a single text box on the top of the public site in which users can type in one or more words. When you first log in to the public website, the latest calendar will appear. If this is not the calendar that you want to search, proceed to the **Advanced Search** section.

1. Enter the words in the box beside the **Search** button.

2. Click the **Search** button.


University of Waterloo
Advanced Search or
Search
Undergraduate Studies Academic Calendar
Search Results (2008-2009)
Search Text: Family Day - 1 results found
Undergraduate Calendar Introduction | Calendar of Events and Academic Deadlines
Effective: Fall 2008
The following symbols and abbreviations are used throughout this table: Days of the week: (M) Monday, (T) Tuesday, (W) Wednesday, (R) Thursday, (F) Friday, (S) Saturday, (U) Sunday N/A – Not Applicable TBD ...more details
Office of the Registrar
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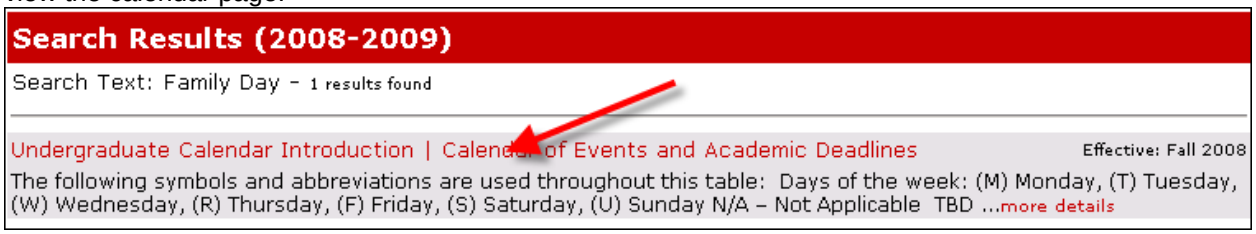
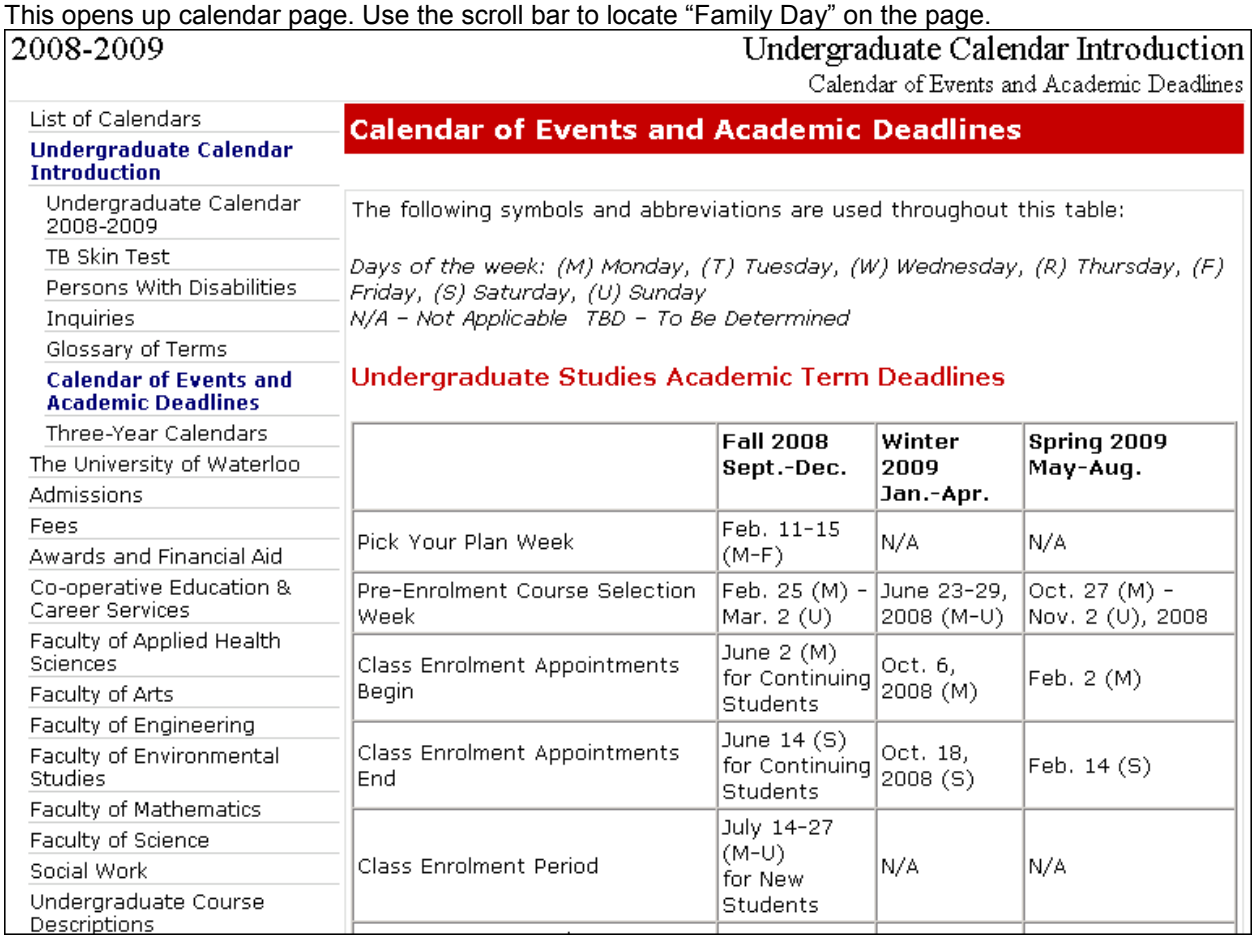
3. In this particular example, one search result was found for the 2008-2009 calendar. The search provides you with a brief description, the effective date, and the link shown in red. Click the link to view the calendar page.


Search Results (2008-2009)
Search Text: Family Day - 1 results found
Undergraduate Calendar Introduction | Calendar of Events and Academic Deadlines
Effective: Fall 2008
The following symbols and abbreviations are used throughout this table: Days of the week: (M) Monday, (T) Tuesday, (W) Wednesday, (R) Thursday, (F) Friday, (S) Saturday, (U) Sunday N/A – Not Applicable TBD ...more details

4. This opens up calendar page. Use the scroll bar to locate “Family Day” on the page.



2008-2009

Undergraduate Calendar Introduction

Calendar of Events and Academic Deadlines

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TB Skin Test
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The University of Waterloo
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Fees
Awards and Financial Aid
Co-operative Education & Career Services
Faculty of Applied Health Sciences
Faculty of Arts
Faculty of Engineering
Faculty of Environmental Studies
Faculty of Mathematics
Faculty of Science
Social Work
Undergraduate Course Descriptions

Calendar of Events and Academic Deadlines

The following symbols and abbreviations are used throughout this table:

Days of the week: (M) Monday, (T) Tuesday, (W) Wednesday, (R) Thursday, (F) Friday, (S) Saturday, (U) Sunday
N/A – Not Applicable TBD – To Be Determined

Undergraduate Studies Academic Term Deadlines

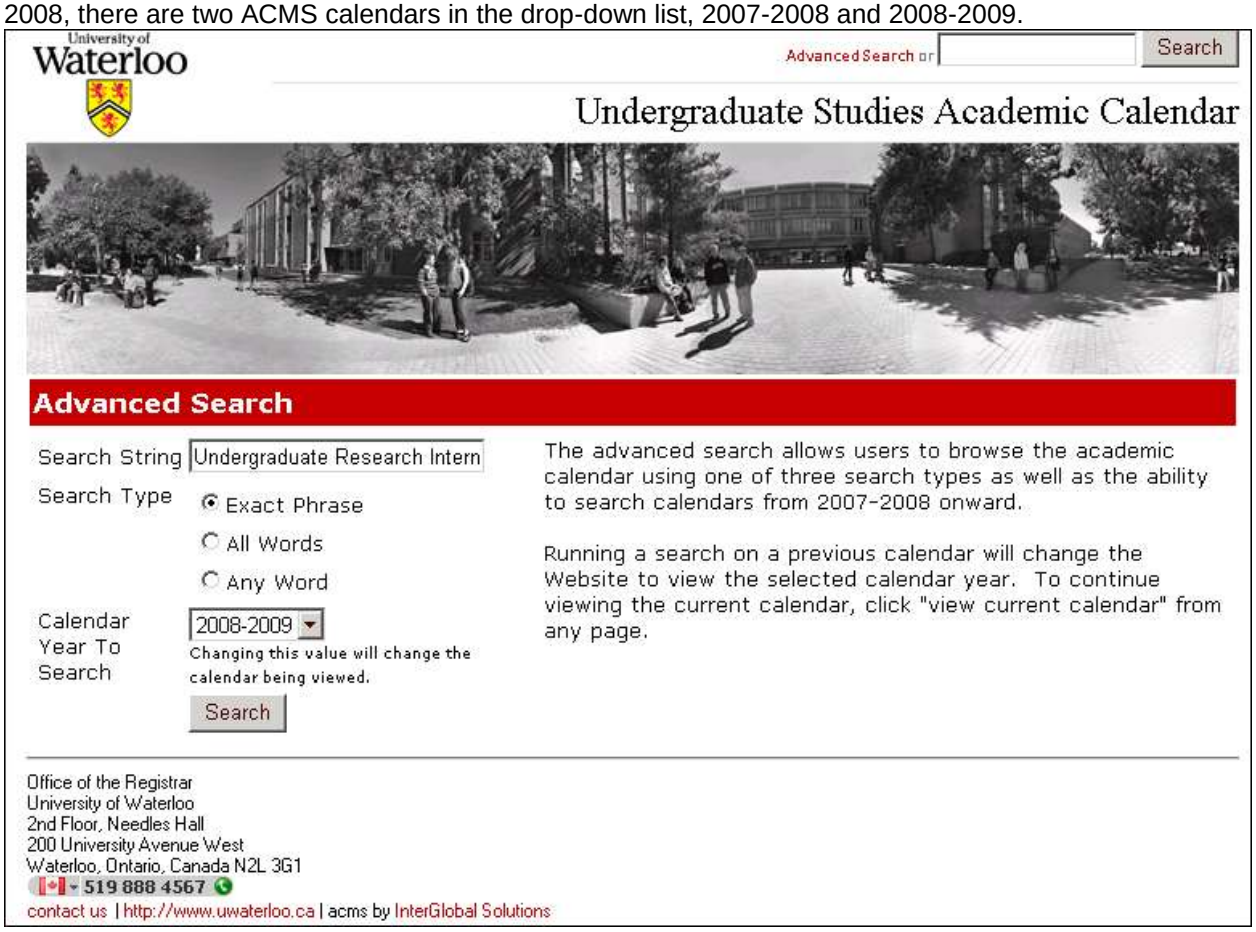
	Fall 2008 Sept.-Dec.	**Winter 2009 Jan.-Apr.**	**Spring 2009 May-Aug.**
Pick Your Plan Week	Feb. 11-15 (M-F)	N/A	N/A
Pre-Enrolment Course Selection Week	Feb. 25 (M) - Mar. 2 (U)	June 23-29, 2008 (M-U)	Oct. 27 (M) - Nov. 2 (U), 2008
Class Enrolment Appointments Begin	June 2 (M) for Continuing Students	Oct. 6, 2008 (M)	Feb. 2 (M)
Class Enrolment Appointments End	June 14 (S) for Continuing Students	Oct. 18, 2008 (S)	Feb. 14 (S)
Class Enrolment Period	July 14-27 (M-U) for New Students	N/A	N/A

Advanced Search:

The advanced search is accessed from the "Advanced Search" link on the main page of the calendar. A form displays and requires you to enter information that defines your search for a specific calendar."

1. Click Advanced Search.

2. Select the calendar year. NOTE: You can only select ACMS calendars in the search. On February 1, 2008, there are two ACMS calendars in the drop-down list, 2007-2008 and 2008-2009.


University of Waterloo
Advanced Search or
Search
Undergraduate Studies Academic Calendar
Advanced Search
Search String
Undergraduate Research Intern
Search Type
Exact Phrase
All Words
Any Word
Calendar Year To Search
2008-2009
Changing this value will change the calendar being viewed.
Search
The advanced search allows users to browse the academic calendar using one of three search types as well as the ability to search calendars from 2007-2008 onward.
Running a search on a previous calendar will change the Website to view the selected calendar year. To continue viewing the current calendar, click "view current calendar" from any page.
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3. Select the appropriate **Search Type**. Read the notes in the above screen for more information.

4. Click the **Search** button. For this particular search, 2008-2009 was selected and the Search Text was Undergraduate Research Internship. Note that the search displays all search results.

University of Waterloo
Advanced Search or
Search
Undergraduate Studies Academic Calendar
Search Results (2008-2009)
Search Text: Undergraduate Research Intern - 5 results found
The University of Waterloo | University of Waterloo - Undergraduate Research Internship (UW-URI)
Effective: Fall 2008
The Undergraduate Research Internship (UW-URI) is an academic milestone that an undergraduate student at the University of Waterloo may seek as an additional component to her/his undergraduate program of study. This milestone holds no...more details
About the Faculty of Arts | University of Waterloo - Undergraduate Research Internship (UW-URI)
Effective: Fall 2008
For details, please refer to Undergraduate Research Internship in Chapter 1 . ...more details
About the Faculty of Environmental Studies | University of Waterloo - Undergraduate Research Internship (UW-URI)
Effective: Fall 2008
For details, please refer to Undergraduate Research Internship in Chapter 1 ...more details
About the Faculty of Mathematics | University of Waterloo - Undergraduate Research Internship (UW - URI)
Effective: Fall 2008
For details, please refer to Undergraduate Research Internship in Chapter 1 . ...more details
UW - Undergraduate Research Internship (UW-URI) | University of Waterloo - Undergraduate Research Internship
Effective: Fall 2008
For details, please refer to Undergraduate Research Internship in Chapter 1 ....more details

5. Click the desired link in red.

University of Waterloo
Advanced Search or
Search
Undergraduate Studies Academic Calendar
From Admission to Graduation,
We are happy to help you!
2008-2009
The University of Waterloo
University of Waterloo – Undergraduate Research Internship (UW-URI)
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Academic Integrity
Academic Organization
Degrees Offered
Systems of Study
University of Waterloo – Undergraduate Research Internship (UW-URI)
Distance and Continuing Education, Part-time Studies
Cross-Registration with Wilfrid Laurier University
Grading System
Determination of Level and Term of Study
Class Attendance
Rescheduling Cancelled Classes
Examination Regulations
Policies and Guidelines
Guidelines on Use of UW Computing and Network
University of Waterloo – Undergraduate Research Internship (UW-URI)
The Undergraduate Research Internship (UW-URI) is an academic milestone that an undergraduate student at the University of Waterloo may seek as an additional component to her/his undergraduate program of study. This milestone holds no credit value toward the completion of any undergraduate academic program; rather it is an additional component of experiential learning offered by the University of Waterloo.
To participate, an undergraduate student must be registered in an academic program participating in the UW-URI Program. The student is required to complete at least two research modules and to prepare a "Research Portfolio." A research module is normally one term in duration, may be completed on either a part- or full-time basis at the University, and may be combined with a co-op work term. The research portfolio will demonstrate the acquisition of skills in various aspects of scholarly research, which may include the development of research methodologies, data collection, data analysis, critical analysis, proposal writing, and publications appropriate to the program in which the student is registered. Upon satisfactory completion of these requirements, the milestone Undergraduate Research Internship (UW-URI) will be noted on their academic record.
Financial support is available on a competitive basis; students should consult with their faculties for this information.
Additional details are available from the Associate Dean of Graduate Studies, Graduate Studies Office, NH, and on the Graduate Studies website.